# Managing parental leave and maternity leave

## Enter maternity protection

- Open **Tab Employment - Maternity Protection / Parental Leave** [1]
- Click the "**Edit**" button to set the employee file to edit mode.
- Click on "**New**" to create a new dataset.
- Enter the **calculated birth date** of the child in the newly opened form.
- By checking "**Create/update employment entry for maternity leave**", suitable employment entries are automatically created or updated and displayed in the Employment tab.
- In the "**Authority notified**" field, you can enter the date on which you informed the Federal Labour Inspectorate in writing about the pregnancy and, if applicable, the management of the company medical care.
- **Legal maternity protection** is calculated automatically.
- In the area of **work restrictions**, it is possible to record all precautions taken to protect mother and child and all changes to the workplace with a date. This is for your documentation and information only.
- Once the child is born, the **actual date of birth** and the child's **name** can be entered in the appropriate fields.
- Since the maternity protection periods change during exceptional births, these can be adapted by setting the appropriate check mark for
  - premature birth
  - multiple birth
  - Caesarean section

WARNUNG

Think again and again about "**Save**" so that no data is lost!

## Recording a leave / parental leave

- Open **Tab Employment - Maternity Protection / Parental Leave** [2]
- Tick " **Parental leave** " to put the corresponding fields into edit mode.
- By checking "**Create/update employment entry for maternity leave**", suitable employment entries are automatically created or updated and displayed in the Employment tab.
- In the "**Registration**" field, you can enter the date on which the employee notified you in writing of the parental leave.
  - Arbeiterkammer - Österreich - Meldefristen[3]
  - Budesministerium - Deutschland - Elternzeit[4]
- The legal end of maternity/paternity leave is automatically entered in the "**End latest**" field on the basis of the actual date of birth.
- The "**From**" field is not prefilled, as some mothers take days of leave between maternity leave and maternity leave. Here you enter when the maternity/paternity leave begins.
- The planned end of the leave is entered in the "**To**" field.
- The "**Expected return**" field is updated automatically.
- Optionally there is the possibility for parents to share the parental leave and also the possibility that a parent takes a second parental leave can be taken into account.
- With a check mark at "**Split?**" a second waiting period can be entered with "**2nd part from**" and "**2nd part to**".

- The "**Expected return**" field is automatically updated again.
- In the "**Extended to**" field, a possible extension of the waiting period can be entered, but has no effect on the "Expected return" date (can be overwritten manually).

NOTIZ

For the employment entries " maternity leave " only the data "from" and "to" are used, but not the data "extended to" and "expected return"!

### Registering Parental Leave for Fathers

In order to register for a maternity leave for a father there are some things to consider:

- The check mark for "**Create/update employment entry for maternity protection**" must **not** be set.
- The "**expected date of birth**" must **not** be entered in the field provided.
- The **actual date of birth** is entered and then proceed as described above.

WARNUNG

Think again and again about "**Save**" so that no data is lost!

Sobald in diesem Reiter ein Eintrag gespeichert wurde, wird die Schaltfläche "**x verbundene Dokumente**" sichtbar, um Dokumente hoch zu laden und mit diesem Datensatz zu verknüpfen. Eine Beschreibung dazu finden Sie unter , allerdings ist zu beachten den  zu wählen.

As soon as an entry has been saved in this tab, the "**x connected documents**" button becomes visible in order to upload documents and link them to this data record. A description can be found under Linking documents with disability or tax advantage[5], but please note that the Tab Employment - Maternity Protection / Parental Leave[6] must be selected.

## Legal Regulations Status 9/2017

| | Austria | Germany |
|---|---|---|
| **Maternity protection incl. employment exclusion** | **8 weeks before** and **8 weeks after** the calculated date of birth or the actual childbirth, an absolute work ban applies. | **6 weeks before the delivery date** (earlier if confirmed by a doctor) and **8 weeks after the delivery date**. |
| **When is maternity protection extended after the birth?** | • In the case of multiple births, premature births and caesarean section, mothers must not work for **at least 12 weeks** after birth.<br>• If the child is born earlier than calculated, maternity protection is extended by exactly this period after the birth. however, to a maximum of **16 weeks.** | • In the case of premature or multiple births, the ban applies until **12 weeks after birth**.<br>• If the baby arrives after the calculated delivery date, there are still **8 or 12 weeks of protection**.<br>• If the child was born with a disability, the mother can apply for an extension of the protection period to **12 weeks**. |
| **Parental leave** | • Parental leave begins after the end of the maternity protection period (usually eight weeks after the birth). | • Parental leave begins at the end of the maternity protection period. |

| | | |
|---|---|---|
| | • The maternity leave can be **divided between the parents a maximum of two times**.<br>• A parental leave period must last **at least 2 months**.<br>• The duration of parental leave must be notified to the employer in writing. Please note the registration deadlines for parental leave!<br>• The parental leave, which is protected by employment law through protection against dismissal and dismissal, **lasts until the day before the child's 2nd birthday** at the most.<br>• If you wish to go on maternity leave in addition to this, a written agreement with the employer is absolutely necessary.<br>• During parental leave, you will **not receive any wages or salary**. However, you will receive **childcare allowance** during this period.<br>• The length of the period of parental leave does not have to correspond to the length of the childcare allowance. | • This is a **maximum of three years for each parent** and generally ends when the **child reaches the age of three**.<br>• If the employer agrees, a share of **up to one year** can also be taken later - until the **child reaches the age of eight**.<br>• During this time you are entitled to **parental allowance**. |

1. /daisy/webdesk-manual-en/7760-dsy.html
2. /daisy/webdesk-manual-en/7760-dsy.html
3. https://wien.arbeiterkammer.at/beratung/berufundfamilie/karenz/Meldefristen.html
4. https://www.bmfsfj.de/bmfsfj/service/publikationen/elterngeld--elterngeldplus-und-elternzeit-/73770
5. /daisy/webdesk-manual-en/hr-expert/g2/Dokumente-mit-Behinderung-oder-Steuervorteil-verknüpfen.html
6. /daisy/webdesk-manual-en/7760-dsy.html