

## Checklist Pregnancy

<b>Rights &amp; Obligations:</b>	<b>When</b>	<b>To remember</b>
<u>Notify</u> employer about pregnancy and about Estimated Date of Delivery (EDD) (if a certification is required, it is paid by the employer)	a.s.a.p	Before this happens, protective regulations (health, contract) are <u>not</u> in effect. A copy of your prenatal booklet is normally enough for the EDD
<u>maternity leave (ML)</u> : normally 6 weeks before and 8 weeks after delivery	(automatic)	See brochure about specific regulations
<u>"7-week certification"</u> : official attest from gynaecologist about EDD	within 1 week before ML	You have only 7 days to get this.
<u>maternity aid (MA)</u> : normally paid by health insurance + employer during both parts of the ML; together it compensates the amount of your net salary	within the week before ML; a.s.a.p. after delivery	Apply at your health insurance company together with 7-week certification. Get copy of maternity attest from them. Bring / have them send this to your employer. For 2nd part, submit birth cert.
<u>Birth certificate</u> : certifies that name and birth are known to the state.	within 1 week after delivery	Apply at Standesamt* with the birth attest from your hospital / birth house
<u>Health insurance for baby</u> : to get medical care for the newly arrived	a.s.a.p.	Apply by your / your partner's health insurance office
<u>Register place of residence for baby</u> and get passport if needed	after delivery	Register/apply at Einwohnermeldeamt*, with tax card
<u>parental leave (PL)</u> : up to 3 years (for mothers, this usu. includes second part of ML), open to mothers (34 months) / fathers (36 months) / both (34 + 36 months), independent of each other	7 weeks before its start	You'll have to notify the employer about your PL plans for the first 2 years and about the wish to work part-time during any of this part of PL.
<u>parental aid (PA)</u> : up to 12 months, up to 14 month if both parents take min. 2 months of PL, from 300 E up to 66.6% of your salary loss or 1800 E (whichever is less)	retroactive payment for max. 3 months only	Apply at employer / salary office (Performa Nord) with birth cert., income statement, and MA certification from the health insurance office
<u>children's aid (ChA)</u> : 184 E / month for child 1 & 2, 190 E for child 3, 215 E for all others	a.s.a.p. after delivery	Apply with birth certificate at the social security office / salary office. (Performa Nord)
<u>part-time contract</u> : after PL you can apply for reduced work time	3 months before start	Apply at the employer.

Some useful vocabulary:

Entbindungstermin - EDD; Mutterschutz - maternity leave; Mutterschaftsgeld - maternity aid; Elternzeit - parental leave; Elterngeld - parental aid; Kindergeld - children's aid; Krankenkasse - health insurance office; Geburtsurkunde - birth certificate; Einkommensnachweis - income statement, Standesamt - registry office for certificates; Einwohnermeldeamt - registry office for residence and IDs