



Recommended course of action

in the case of employees' family-related
leaves of absence (parental and care
leave)

The University of Bayreuth recommends the following procedure (four-phase model) for family-related leaves of absence:

Phase 1 - Preparing to take leave

- Information on legal and operational framework conditions
(in the case of parental leave, the information brochure of the State Ministry of Finance can be used as a guide: www.uni-bayreuth.de/universitaet/familiengerechte-hochschule/index.html)
Contact persons: Ms. Christmann (III/2) Tel.: -5235,
Mr. Wiedenhöfer (I/FGH) Tel.: -2168
- Hold planning meetings (e.g. about time frames, parental or care leave)
- If necessary, arrange for a substitute (in consultation with the person to be substituted in Unit III, e.g. by adding more staff or substituting for parental leave).
- organize long-term, structured handover of work where possible
- Important: report employees to the Consultant for Family-Friendly University (Mr. Wiedenhöfer, Building B3, Tel.: -2168, Fax: -2043, E-mail: familiengerechte.hochschule@uni-bayreuth.de).

Phase 2 - During the period of leave

- Maintain contact with the university and the work area
(Information about daily university business and sending the "UBT aktuell" is done by I/FGH, circulars, invitations to events, offer to voluntarily participate in meetings, etc.).
- Forward offers for continuing education or conferences

Phase 3 - Preparing for re-entry

- Offer long-term structured (return) talks with your manager, your substitute and, if applicable, the new manager.
- Clarify expectations on both sides
- Offering flexible models for working time and work organization
(for non-academic staff within the framework of the agreement on flexible working hours or generally according to the circumstances of the individual case in the context of working from home and working remotely)
- Preparing for the first day of work (on a voluntary basis in consultation between the employee and his/her manager).

Phase 4 - Re-entry

- Structured first working day (presence of the manager desirable)
- Workplace-related familiarization phase (if possible accompanied by manager and/or employee)
- Feedback meeting with manager after 2-4 weeks