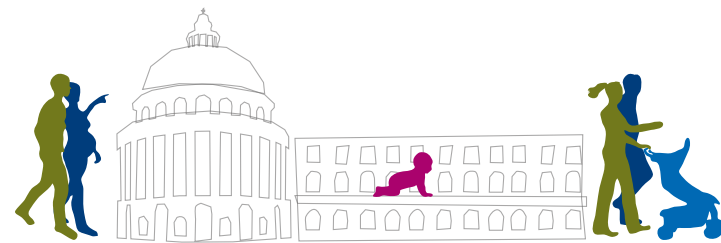


Parenthood

Information for employees with family responsibilities
and their supervisors

Information sheet | July 2023



A new arrival in the family is a reason to celebrate, but the changes it brings for the expectant parents pose challenges on an organisational and personal level. ETH Zurich helps its employees to deal with these, with this information sheet designed to serve as an initial guide.

Are you soon to become a mother or father? Congratulations! You are bound to have a few questions about your rights and duties as an employee. Or are you a supervisor who would like to find out what issues your staff with impending family responsibilities will have to deal with and how you can support them? You will find a summary of the most important information in this factsheet. If you have a specific question, the following points of contact are best placed to help you:

Points of contact

HR Consulting

Your HR Partner will be happy to help you if you have any questions that need answering. Detailed information can also be found on the following websites:

www.hr.ethz.ch/contact
www.ethz.ch/maternity

ETH Diversity

ETH Diversity is committed to ensuring that everyone can study, research and work at ETH equally under the same conditions and with the same opportunities.

www.ethz.ch/diversity

Respect

ETH Zurich does not tolerate discrimination, bullying, threats and violence, or harassment of any kind. In the case of inappropriate behaviour, you can seek advice from various contact and advice services.

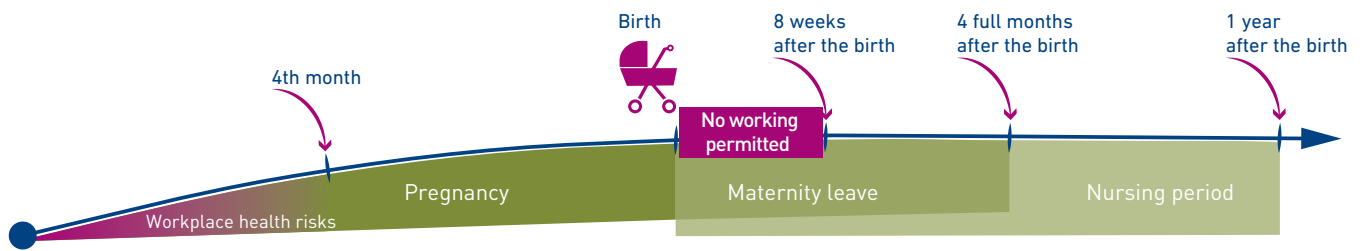
www.ethz.ch/respect

Hello Kids!

The service point for childcare will help you to find suitable childcare options.

www.ethz.ch/hellokids





Before the birth

Obtain information

Are you going to be a parent? Congratulations! Take some time to familiarise yourself with all the facts about how having a baby fits in with work. Factsheets and websites will provide you with the information you need.

www.ethz.ch/employment
www.ethz.ch/maternity

Determine health risks in your workplace

During pregnancy, you and your baby have the right to special health protection. If necessary, contact the Safety, Security, Health and Environment (SSHE) department as soon as possible to organise an analysis of the health risks in your workplace.

www.ethz.ch/sgu
mutterschutz@ethz.ch

Job protection for pregnant women

ETH is barred from terminating a permanent employment contract during pregnancy and for up to four months after the birth (this only applies upon completion of the probation period).

Fixed-term contracts

As a basic principle, the legal provisions that apply up until the end of a fixed-term contract are the same as those for permanent contracts. If your contract end date falls during pregnancy or maternity leave, it is advisable to arrange a meeting with your supervisor and your HR Partner to discuss this.

ETH Zurich promotes the ability of parents with a scientific function and a fixed-term contract of employment to be able to continue their career path after maternity or paternity leave. Upon return from maternity or paternity leave, the existing fixed-term contract should continue for at least as long as the period of leave, or be extended as needed by the same number of months/weeks, unless a contract with a longer term is being issued anyway. Employees are urged to discuss this topic early and proactively with their supervisor. Supervisors are urged to discuss the employee's return and the duration of the employment contract with the employee before maternity or paternity leave begins. A [guidance sheet](#) is available to assist you. HR is also available for consultation as needed.

Absence during pregnancy

Expectant mothers do not need to provide a medical certificate for pregnancy-related absences. Should you fall ill or have an accident during your pregnancy, inform your supervisor immediately. A medical certificate must be submitted to your supervisor from the fourth day of absence at the latest.

Inform your supervisor

We recommend that you inform your supervisor that you are pregnant as early as possible or by the fourth month of your pregnancy at the latest.

If you are an expectant father, notify your supervisor about your impending fatherhood as early as possible so that your absence or paternity leave around the time of the birth can be organised.

Family-friendly working hours

Special circumstances relating to you starting a family and your subsequent parental responsibilities may mean that you need to work flexible hours. Talk to your supervisor about this. Wherever possible, pregnancy-related doctor's appointments should be made during less busy hours or outside the working day.

Raise the prospect of part-time work

Are you interested in adjusting your workload after the birth of your child? Talk to your supervisor and/or HR Consulting about wanting more time for your family. ETH Zurich supports flexible types of employment insofar as the business situation allows. However, there is no fundamental legal right to work part time after having a child.

Maternity discussion guidelines

The discussion guidelines serve as an information and planning tool specifically for employees and supervisors and list the key topics that will need to be addressed during pregnancy and after the birth. Information about returning to work can be found online at:

www.ethz.ch/maternity

Look for a childcare place

It is advisable to start looking for suitable childcare solutions at an early stage. Hello Kids! and Foundation kihz are happy to help parents-to-be with this.

www.ethz.ch/hellokids
www.kihz.uzh.ch

Development and career

The leadership principles of ETH Zurich are a guarantee to its employees. One of these principles is that personal development must be actively supported. Therefore, supervisors must work with their employees to develop potential professional and personal prospects and encourage them through appropriate tasks and initiatives. A broad outline of your next five years at work should be discussed at a career planning meeting between you and your supervisor.

www.fuehrungsgrundsaeetze.ethz.ch

After the birth

Announcing a birth

Inform your supervisor of the happy event. Announce the birth of your child to HR Operations via ETHIS and upload a copy of the birth certificate.

www.ethz.ch/ethis > Persönlich > Persönliche Daten

Request a family allowance

In order to make a claim for family allowances, HR Operations needs a completed application and the relevant accompanying documents.

www.ethz.ch/familienzulagen

Maternity leave

As a mother, you have the right to four months of paid maternity leave. Insurance cover remains unchanged during this period. Women usually return to work once their maternity leave is over.

Paternity leave

As a legal father, you are entitled to 20 days of paid paternity leave. Ten days of the leave must be taken in the first six months after the birth of your child, and the remaining ten days within twelve months. The leave may be taken one day at a time or in blocks. If both parents work in the ETH Domain, they may divide the four months of maternity leave between them, with the father being entitled to a maximum of two months.

Extending your maternity/paternity leave

If you would like to extend your maternity or paternity leave, you can discuss this possibility with your supervisor, taking into account any business needs, as long as you are on an employment contract which is not under notice of termination. This extension can be taken as holidays, compensation or unpaid leave. Insurance cover changes during periods of unpaid leave. The application form for unpaid leave, along with information about insurance cover, can be found amongst the forms at:

www.hr.ethz.ch/downloads

Check nursing facilities

Medical rooms with beds are available for nursing mothers. You can e-mail the staff in the Safety, Security, Health and Environment department at sgu_betriebssanitaet@ethz.ch and they will

be happy to let you know what medical rooms (or quiet/nursing rooms) are available near your place of work. They will also provide you with a key for the room you wish to use on request.

Flexible working

ETH Zurich promotes a forward-looking working culture and environment that enables parents to balance their work and family life. Talk to your supervisor about the possibility of flexible working.

www.ethz.ch/flexible-working

Request financial assistance for a baby's nursery place

If your baby is being looked after by someone who is not a family member, you can request a refund of the additional costs incurred through placing your baby in childcare by submitting the relevant form to Hello Kids!

www.ethz.ch/hellokids

Care responsibilities if your child is ill

According to Art. 52 of the Personnel Ordinance (PVO-ETH), you are allowed to take up to three days per event as working time for the care of sick persons in your own household or of your own parents, provided that no other care option is available. As a parent or guardian, you are also entitled to take five days of working time per calendar year to deal with important educational matters or attend medical appointments for children under the age of 16.

Leave for the care of children with serious health problems

In the event of a leave of absence from work to care for children with serious health problems as a result of illness or accident, you will be paid your full salary and social allowances for a maximum of 14 weeks. Childcare leave must be taken within 18 months from the first day of absence.

A child's health is seriously impaired if:

- a) a drastic change in physical or mental condition has occurred;
- b) the course or outcome of this change is difficult to predict or permanent or increasing impairment or death is to be expected;
- c) there is an increased need for parental care; and
- d) at least one parent must interrupt employment to care for the child.

In these cases, a medical certificate confirming the above-mentioned need for accompaniment, care and nursing must be submitted to Human Resources.

Childcare services and financial support

Childcare services

ETH Zurich subsidises the costs of childcare at facilities in the Zurich university area (kihz, KIKRI ETH Zentrum, Irchelkrippe). ETH also provides further support services for families by offering a family allowance, which exceeds the statutorily required level, and financial assistance for baby's nursery places.

www.ethz.ch/familienzulagen

www.kihz.ch

www.kikri.ethz.ch

www.irchelkrippe.ch

Advisory services

Hello Kids! is ETH Zurich's service point for childcare. Parents(-to-be) can take advantage of the free consultations on offer and seek help with finding suitable childcare solutions.

www.ethz.ch/hellokids

SNSF Flexibility Grant

The Swiss National Science Foundation (SNSF) supports postdoctoral researchers who have to look after children during what is an important stage in their career and who therefore need more flexibility. The grant allows researchers to reduce their workload and hire someone to support their work for the same period.

www.snf.ch

ETH Zurich
Vice-Presidency for Personnel Development and Leadership
Binzmühlestrasse 130
8092 Zurich

www.ethz.ch/employment