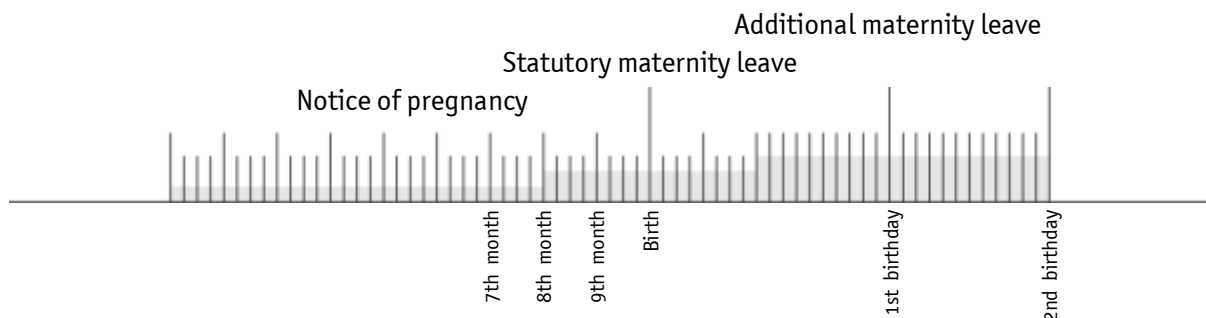


Info about Maternity leave

An employee reports her pregnancy – what do you do next? Which deadlines apply?



Notice of pregnancy

The mother-to-be should report her pregnancy incl. the expected date of birth to the employer as soon as she receives this information. The employer must then inform the labour inspection authority about the pregnancy immediately in written form. From that moment on, the employee is **protected against dismissal**. The protection against dismissal ends 4 weeks returning from the maternity leave.

As from occurrence of pregnancy the employee **must not work any overtime hours**. Any work that causes risk for the employee or the unborn child has to be avoided (e.g. physical strain, risk of accident, etc.).

Statutory maternity leave

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|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How does it work? | The mother-to-be will receive maternity allowance from the social security authority and is not allowed to work. The employer is exempted from making any further payments. |
| How long? | Usually 8 weeks before and after birth . |
| Registration? | The employment status continues. The employee remains registered . All entitlements (pension, leave days, etc.) have to be considered. |

Additional maternity leave

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|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How does it work? | The employee may choose to take unpaid maternity leave. She should then inform the employer of the intended start and duration of the leave before the end of the statutory maternity leave period at the latest. |
| How long? | Maximum period: From the start of the statutory maternity leave period to one day prior to the child's 2nd birthday. |
| Registration? | The employment status continues. The employee will be deregistered (with the last day of official working day, before starting the statutory maternity leave period respectively last day of duty to pay severance fund contributions). The mother has to be re-registered after she returns from her maternity leave. |

When the maternity leave is split between parents, different deadlines for notification have to be considered.

