

# FAMILY AND CAREER





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## 1. ONCE PREGNANCY IS CONFIRMED

As soon as your physician has confirmed your pregnancy, you should contact your human resources department. You may need a medical certificate proving your pregnancy with your presumed due date.

You should also contact your health insurance promptly. You may receive a notification from AME (AeroMedical Examiner) that you are no longer allowed to work (shift work), which has to be sent to your health insurance. This prevents you from having to perform ground duties during your pregnancy.

According to JAR FCL 3.040 d) 1 iii & 3.195 c) your airworthiness rests but the pregnancy does not make you unfit to fly (you may fly on a recreational basis).

JAR FCL 3.040 3 & 3.195 c) may enable you to regain restricted airworthiness through an AMC or AME.

According to §4 (1) of the Mutterschutzgesetz (legal maternity leave, Germany), you are not allowed to work due to radiation and shocks/jolting/jerks. From the 4th pregnancy month on, § 4 (2.) 7. of the Mutterschutzgesetz declares an interdiction to work on any means of transportation.



## 2. DURING PREGNANCY

### Vacation

Your vacation claim remains during your entire pregnancy (regular leave and any untaken leave from the previous year). If you still have untaken leave from the previous year, the claim will remain until you are back on flight status.

### Pay

You receive your regular pay during your entire pregnancy. As a point of reference, the average of the last 3 months pay is taken. During that time, your shift premium is subject to income tax and social insurance contribution.

### Miscellaneous

Your uniform account rests until you get back to flight status.

## 3. LEGAL MATERNITY LEAVE

### Retention period

The legal retention period for the biological mother starts 6 weeks before the due date (according to the medical certificate). It goes until 8 weeks after birth, 12 weeks for

multiple births and premature births.

For premature births, in addition to the prolonged retention period of 12 weeks, the days or weeks the birth was premature, are added to the maternity leave (up to 6 weeks). For example, the premature birth took place 8 weeks before the due date; the maternity leave will encompass the 12 weeks plus six weeks to a total of 18 weeks.

Since the changes in the MuSchG were implemented on 20 June, 2002, the retention leave of 8 weeks after birth are now being prolonged by the number of days the birth was premature. I.e. if the birth was 7 days before the due date, the 8 weeks leave is prolonged by the 7 days.

### Interdiction of work

During the 6 weeks prior to the due date, you may decide to work. This can only be in a ground job and you may not perform any duties that you are prohibited of fulfilling during your pregnancy.

You have to observe the retention leave after birth. According to the law, you are not allowed to work during that time in any case.

### Financial Status

#### Legal/social healthcare:

If you are insured through the legal/social healthcare

system, you will be financially secured. Your health insurance will pay you a maternity fee of 13,- Euro/day.

**Important:** : in order to receive this maternity pay, you are required to provide your insurance company with an updated medical certificate confirming your due date, 7 days before the beginning of the retention period. Send the original certificate to your insurance company and a copy to your hr department. Your employer will adjust your current pay accordingly.

#### **Private health insurance:**

Should you be privately health insured, you will incur financial penalties. The private health insurance will not pay a maternity fee.

In this case, you should send a request to the Bundesversicherungsamt, no earlier than 7 weeks before your due date. The Bundesversicherungsamt will pay you a single fee of a maximum of 210,- Euro. You will also need a copy of the 7-week-medical certificate.

#### **Unemployment insurance & annuity/pension insurance**

During your retention period, you are exempt of any unemployment insurance and annuity insurance fees.

#### **Birth of another child**

All legal findings and deadlines, as well as retention periods and financial aspects apply to any further birth. This also means that you have the right to claim maternity fee. The right to claim the fee is valid, no matter whether you are on flight status or still on maternity leave. You can find further information here: [www.bmfsfj.de/BMFS-FJ/gesetze,did=3264.html](http://www.bmfsfj.de/BMFS-FJ/gesetze,did=3264.html).

### **4. BIRTH**

#### **After the delivery**

Once your child is born it is your responsibility to inform your hr department as soon as possible. You are required to provide them with a copy of the birth certificate and a written statement regarding your future plans, i.e. date of return back to work, length of parental leave or notice of termination.

If you plan on working again right after maternity leave, let your hr department know as quickly as possible.

## Requalification

You are not allowed to start working until the end of maternity leave, i.e. 8 or 12 weeks, starting after the date of the birth.

Your vacation claim remains valid during and after your pregnancy so that you are able to take it right after maternity leave.

Before you regain flight status, your airworthiness and your reliability (i.e. criminal records) have to be confirmed.

The entry of your child into your tax card (Elster) occurs automatically through the registry office.

## 5. PARENTAL LEAVE

After the birth of your child you have the right to be released from work within the legal framework of parental leave. During this time, your employment contract rests.

### Who may claim?

In general, any person taking care of the child may claim parental leave. This includes not only the mother and father, but also adoptive – and step-parents, as well as grandparents in case the child lives in their household and is raised by them.





A parent who lives in the same household as the child and does not have custody may also claim parental leave.

### What does the claim look like?

Your employment contract rests during parental leave. Parental leave may be claimed by one parent, both parents (together or sequenced) for the entire period or just a fragment of the period. The period is limited to a maximum of 3 years per child.

Per law, the limit set for parental leave is the child's 3rd birthday. However, it is possible to retain up to 12 months of these 3 years for a later time, up until the child is 8 years old. This retainment has to be indicated in written form, no later than 8 weeks before the child's 2nd birthday.

For the moms, the maternity leave is added to the parental leave.

There are a few flexible options for both parents to split parental leave in a maximum of 2 sections. However, these time sections have to be determined at the beginning of parental leave.

Parental leave may be claimed with every other child.

### Since 01.01.2015

- An unclaimed parental leave of up to 24 months may also be utilized between the 3rd and 8th birthday,

without the need for employer's permission.

- The parental leave may be split into 3 instead of 2 sections, without employer's consent.
- The deadline of notification of the planned parental leave between the 3rd and 8th birthday increases to 13 weeks.

### **Is part-time employment possible?**

Yes, between 33,5% and 75% are possible, as long as at least 15 employees are in the company, the employment contract has been ongoing for longer than 6 months, no urgent operational reasons exist, and the claim has been requested in written form 7 weeks before being back on duty.

### **Vacation**

The employer may cut vacation time by 1/12th for each month the employee is in parental leave. This does not apply when the employee is working part-time. Should the employer not have been able to use the rest of her leave before parental leave, then the claim for the rest leave remains during the current and next year.

### **Financial**

Your employment contract rests (not during part-time) during parental leave, so that you will not receive any

pay from your employer. In addition, your leave/vacation will be decreased according to your parental leave. Within the first year (14 months for both parents), you receive parent's money from the state.

### **Health insurance**

If you are insured through the legal health insurance system, you keep your insured status without paying any premiums.

If you are insured through a private health insurance you have to pay the full premium.

### **Annuity and unemployment insurance**

The first 3 years of your child are considered annuity-building parental periods and count toward your pension, if you choose to stay at home.

No premiums are due for unemployment insurance during your parental leave. However, you remain insured.

There is the option to split these periods between the two parents.

### **Miscellaneous contributions**

Depending on your insurance contracts, you may subject to continue paying premiums.



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## License

The license may rest for 7 years; a new type rating is necessary after 3 years.

## Employment during parental leave

You may work a maximum of 30 hours (75%) a week during parental leave. You may work for your regular employer, another employer, or work independently. Should you work for anybody else during your parental leave than for your regular employer, you must seek his approval.

## Birth of another child

You may claim parental leave again for every other child. If another child is born during the parental leave of the previous child, the parental leave for the first child continues normally. If you choose to take parental leave for your next child as well, it may be taken after the parental leave of the previous child has finished.

## Multiple births

You may claim parent's money and parental leave for every child.

## Ending the employment contract

During the retention period you may terminate your employment contract without deadline at the end of your retention period. However, during parental leave you have to respect the 3 month period of notice. You are protected against dismissal during your retention period as well as parental leave.

Should you not take any parental leave, the dismissal protection exists until 4 months after birth.

## Right of discounted airfares

Usually, your right to discounted airfares remains as long as you still have an employment contract.

## 6. COMPANY PARENTAL LEAVE

The option to prolong parental leave after 3 years, may be subject to individual employment contracts.

## 7. CHILD ALLOWANCE, PARENT'S MONEY , CHILD CARE SUBSIDY

### Child allowance

No matter whether you receive parent's money and/or are taking parental leave, you have the right to claim child allowance. There is a set allowance for each child.

The child allowance starts at the child's birth and is paid until its 18th birthday. Currently, the child allowance for the 1st and 2nd child is 184,- Euro, 190,- Euro for the 3rd child, and 215,- Euro for the 4th and any further child. The child allowance is tax and premium free.

### Parent's money

Parent's money is a subsidy for the lack of income during parental leave if you are not working at all. You may receive parent's money for a maximum of 14 months.

Anyone who has the right to parental leave also has the right to parental money. The computation of your parental money is performed by the youth welfare office. The amount of parental money is 67% of the average income of the last 12 months (max. 1,800,- Euro, min. 300,- Euro). With multiple births, parent's money increases by 300,- Euro for each additional child.

### Since 01.01.2015 parent's money plus

1. No more double parent's money for twin births. Instead, 2 additional partner-months for multiple births..
2. Since 01.01.2015 (or 01.07.2015), parents have to choose between basic parent money, parent money plus and partner-bonus-months.

## Child care subsidy

Child care subsidy is paid for kids born anytime on or after 01. August 2012 who are not taking advantage of any daycare system. Parents are paid 150,- Euro a month (§24 Absatz 2 SGB VIII). This child care subsidy may be claimed from the 15th to the 36th month of life of the child (max of 22 months total). This subsidy is paid also during parental leave and is not affected by parents' income.

## 8. REQUALIFICATION

Information about the requalification process can be found at [www.vcockpit.de](http://www.vcockpit.de).

## 9. SECURITY CHECK

We recommend to keep your security check updated throughout your pregnancy and parental leave in order to prevent difficulties during the requalification process

## 10. VC

Your premium is still due during pregnancy and maternity leave since you still receive your pay. You may be exempt from your premium during the period of your

parental leave.

## 11. CARE OPTIONS

Many airports and companies offer flexible child care options:

<http://www.familien-in-mainz.de/index.php?id=32>

<http://www.medical-gmbh.de/kinderbetreuung/fluggil-land.html>

<http://www.kinderbetreuungsboerse.de/>

<https://www.familienservice.de>

## 12. SOURCES

<http://www.gesetze-im-internet.de/beeg/>

<http://www.gesetze-im-internet.de/muschg/>

[http://www.europa-uni.de/de/struktur/unileitung/beauftragte/familie/Arbeiten\\_mit\\_Kindern/Werdende\\_Eltern/index.html](http://www.europa-uni.de/de/struktur/unileitung/beauftragte/familie/Arbeiten_mit_Kindern/Werdende_Eltern/index.html)

<http://www.bmfsfj.de/BMFSFJ/Familie/leistungen-und-foerderung.html>

<http://www.handbuch-kindertagespflege.de>

<http://www.elterngeld.net/elterngeldplus.html>

# SUMMARY/CHECKLIST DEADLINE

## Pregnancy

- Let your hr department know asap; provide medical certificate with expected due date
- Provide updated medical certificate 7 weeks before calculated due date (original goes to the health insurance provider, copy goes to hr department)
- Application for Maternity compensation (Mutterschaftsgeld) has to be sent out not earlier than 7 weeks before due date.
- Usually no more duties (off flight status and no ground work)
- Average pay of the last 3 months

## Birth

- Inform hr department asap
- Provide human resources department with copy of birth certificate nlt 2 weeks after birth with a written statement providing the company with your future intentions (i.e. parental leave)
- Application of parent's money
- Application of child allowance

## Parental leave (max. 3 years)

- Define exact period of parental leave
- Application nlt 2 weeks after birth or 7 weeks if it is taken at a later time (remember to include the requested workload, 0%, 33% or 75%)
- 1 year may be pushed back

## License

- May rest for 7 years.
- Type rating is valid for 3 years

## YOUR NOTES

A series of horizontal dotted lines for writing notes, arranged in two columns.





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