Family Friendliness

Our facilities to combine work with family life

Work & Family Responsibilities
Are you considering to start your own family or do you already have children? And what about care responsibilities you might have over a family member or another loved one? Or what are the rules regarding leave for family ceremonies? How do you find a healthy balance between work and family life?

In this brochure you will find the answers to these questions. The first part deals with information on ‘pregnancy & childbirth’ and the second part is about ‘parenthood & care’. You will also find some links to external website for additional information. On the last page of this brochure we included the persons that can help you further on the mentioned topics.

Work-life balance coaches
The EUR has eight work-life-balance coaches to help you find a healthy balance between work and private life. You can make an appointment directly with them. Consults are treated confidentially. For more information we kindly refer to this [link](#).
PREGNANCY & CHILDBIRTH

Are you pregnant or is your partner pregnant? Congratulations! The dawn of a new period in your lives is about to commence. We as an employer celebrate this moment with you and are happy to cooperate. Below you find an overview of relevant information.

1. Maternity leave
   Every pregnant employee has the right to a minimum of 16 weeks of leave. A certain level of flexibility is guaranteed in taking up these weeks. See the following link for more information. On this page you will also find information about pregnancy-related illness during maternity leave, hospitalization of the mother and/or the baby, maternity leave in case of twins or multiple births, and the application process for maternity leave. After your maternity leave, you could consider adding parental leave (see the next page in this brochure).

2. Pregnancy/childbirth and labour conditions
   As an employer we are legally obliged to make sure you are able to work in a safe and healthy environment. That’s why we want to think along in case you are exposed to certain risks at work. Via the next link you find a brochure from the Dutch government with more information. If you would like to take a moment of rest you could make use of the quiet contemplation room (HT-108 on Woudenstein) or the meditation room (5.01) at ISS.

3. Pregnancy/childbirth and labour hours
   With respect to your safety and that of your unborn child you are entitled to adapted rest and working hours. This applies to the period of your pregnancy and after childbirth (also when you breastfeed: see the next page). Further information is available via this link (in Dutch). Please contact your manager and/or the HR advisor to make arrangements about your rest and working hours.

4. Pregnancy/childbirth and your appointment
   In consultation with your manager you can make (temporary) arrangements regarding the number of working hours, the possibility to work from home and a possible extension of your appointment based on enjoyed maternity leave. More specific rules might apply per faculty or organizational unit. We recommend that you contact your manager and/or HR advisor.

5. Leave for the partner after childbirth
   - Exceptional short-term leave (partner leave) after childbirth: 2 days
   - Parental leave: 3 days
   - Emergency leave for example for a birth declaration: a few hours to max 2 days

At this moment a legislative proposal to expand partner leave (in Dutch) is being discussed.

6. Pregnancy and discrimination
   Discrimination is forbidden by law. Unfortunately women do encounter pregnancy discrimination on the job market. See the following link (in Dutch) for more information. If you happen to encounter negative remarks or have the feeling that you don’t have full access to your rights, please report this to the confidential counsellor. You might also want to talk to our company welfare worker.

7. UD/UHD who is pregnant or just gave birth
   Under certain circumstances a woman in the position of UD or UHD might be eligible for the scheme ‘Exemption teaching or research activities following pregnancy’. This concerns a (partial) exemption scheme that these women can use to facilitate the combination of motherhood with work. For more information we kindly refer to the following link.

8. Work-life-balance coaches
   As mentioned on the previous page, employees have access to work-life-balance coaches. We particularly recommend brand new parents and those soon to be to make an appointment.
Are you a caretaker or a parent? What a noble task! It’s up to you to take care of others and it’s up to us to unburden you as an employee where possible. Please find an overview with relevant Information below.

1. Exceptional short-term leave (family)
You might be entitled to exceptional short-term leave for certain family circumstances/event such as grave illness, taking out a marriage licence, a wedding, death or anniversaries. Via the next link you can read more information.

2. Emergency leave
In case of unforeseen circumstances you might be entitled to emergency leave. In theory, the leave does not last longer than the calamity itself. Some examples of unforeseen circumstances are an emergency situation at home such as waiting for the plumber to fix a burst water pipe or picking up your child from school due to a sudden illness, but also bringing your child to the GP during working hours can fall within the scope of a calamity. If an emergency occurs, contact your manager and/or HR advisor immediately. Together you agree on how much time you need. In some cases emergency leave can be extended with care leave, which is explained below.

3. Care leave (paid/unpaid) – informal care
In case you have to take care of a seriously ill family member you might be entitled during a period of 12 months to:
- short-term care leave (paid/unpaid): a maximum leave of twice your weekly working hours at 70% of your salary (here you find the terms).
- Long-term care leave (unpaid): a maximum leave of 6 times your weekly working hours (here you find the terms).

4. Work & health facilities
Please make use of the facilities of the work-life balance coaches, the company welfare worker and the confidential counsellor when needed. Discussing your situation with an objective third party can bring you new insights.

5. Finding your balance
- Take a moment of rest in HT-108 (Woudenstein) or 5.01 (ISS).
- Enjoy the beauty of art in the Erasmus Gallery (in Dutch).
- Exercise at Erasmus Sport or attend the weekly yoga class at ISS
- Bring your child to a day care facility close to work. On campus we have Partou.
- For more tips we suggest an appointment with the work-life balance coaches.

6. Lactation rooms/ breastfeeding
The EUR has lactation rooms available for employees who return from maternity leave and breastfeed. During the first nine months you are entitled to a maximum of a quarter of your labour hours per shift (max of 2 hours per day in case of fulltime employment). Please contact your manager and/or HR advisor to make arrangements about your lactating time and your tasks at work. Via the following external link (in Dutch) you find more information on breastfeeding and lactating at work.

7. Parental leave
Parental leave is a legal right allowing both parents to have temporarily more time to spend with their children by working less. It’s also possible to take parental leave immediately following maternity leave. With regard to parental leave, the EUR makes a distinction between a (partially) paid and unpaid term. See the following link for more information.

8. Adoption- and foster care leave
As an employee you are entitled to a maximum of 4 weeks paid adoption- and foster care leave. For further information we kindly refer to the following link.

9. Parenthood/care and your appointment
In consultation with your manager you can make (temporary) arrangements regarding the number of working hours, the possibility to work from home and a possible extension of your appointment based on enjoyed parental leave. More specific rules might apply per faculty or organisational unit. In any case we recommend you contacting your manager and/or HR advisor.
CONTACT & FEEDBACK

In case of questions related to the contents of this brochure, please contact your manager and/or HR advisor.

Approach your Faculty Diversity Officer(s) for:
- Feedback on the accessibility and facilities of the lactation rooms
- Feedback on the accessibility and facilities of the quiet contemplation and meditation room
- Feedback on the accessibility of the child day care facility Partou

For feedback on this document please contact the USC-HR Policy Advisor Diversity & Inclusion via diversity@eur.nl

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More information: myeur.nl

Pregnancy/childbirth  Parenthood  Care