



Universität  
Basel

# Parenthood

## Information for employees and supervisors

**Educating  
Talents**  
since 1460.

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# Introduction

The University of Basel is a non-discriminatory, equality-oriented, family-friendly organization. This brochure is intended for all employed parents and parents-to-be as well as their supervisors and sets out the things that they should bear in mind during pregnancy and after birth/taking in a child for later adoption. It offers an overview of the rights and measures that ensure a family-friendly work environment. The brochure is based on statutory provisions, the staff regulations of the University of Basel as well as the regulation on working hours and absences, but it does not constitute a basis for legal claims, nor does it claim to be exhaustive. We therefore recommend that you also take note of the other documents and recommendations on the [Family Services](#) website.

Employees in same-sex parenting or co-parenting situations who are expecting a child or preparing to take in a child for later adoption have the same rights and entitlements as employees in other family models. Employees who are themselves carrying a child are subject to the provisions that apply to maternity; employees who are taking on a parental role without carrying a child themselves are subject to the provisions for paternity.

In case of uncertainty or disagreement, [HR Consulting](#) will be happy to help you.

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# Information for expectant mothers and parents-to-be

## Notifying supervisors and HR of the pregnancy

It is always recommended that employees notify their supervisors promptly about the pregnancy so that the health of the pregnant person can be taken into consideration and plans can be made for mater-

nity leave and any unpaid leave of absence. However, there is the right not to disclose a pregnancy. The table below contains suggestions for discussions during and after the pregnancy, and also indicates the notifications that are required for anyone seeking support services.

Stage	Activity
As early as possible	Analysis of the workplace using <a href="#">Maternity protection in the workplace: information sheet and checklist</a> It is a good idea to go through the checklist at the beginning of the pregnancy; if this reveals risks, approach your supervisor before the fourth month of pregnancy.
From the 4 <sup>th</sup> month of pregnancy	Inform the supervisor of the pregnancy
Subsequently	Notify the <a href="#">local HR representative</a> of the faculty or department of the anticipated birth date
No later than 3 months before the expected birth date	Discussion with the supervisor on return to work and expectations/changes in work arrangements following the birth of the child (does not replace the annual staff review)
After the birth	Notify <a href="#">central HR</a> of the birth using the <a href="#">Maternity Allowance Application Form</a> . If requesting family and child support allowance, use the <a href="#">Employee Family Allowance Application form</a>
2 or 3 months after the birth	Discussion with the supervisor to go over agreements concerning the return to work

## During and after pregnancy

### Protecting health during pregnancy and maternity

Pregnancy, childbirth and the first weeks of infancy are major life events and are associated with certain health risks that require special protection. By law, the university is required to arrange working conditions for pregnant and nursing employees to ensure that there is no negative health impact for them or their children ([further information](#) – in German/French/Italian).

This [Maternity protection in the workplace: information sheet and checklist](#), which you should fill out in conjunction with your supervisor, will help you identify dangerous, arduous work. If you answer 'yes' to any of the questions, a risk analysis will have to be carried out. In this case, get in touch with the [Occupational Safety & Health Protection coordination office](#).

### Rest and nursing

Pregnant employees must be able to lie down and rest under suitable conditions when required. Pregnant and nursing employees are generally not permitted to exceed the number of agreed working hours or work more than nine hours per day. Nursing employees must be given the necessary time for nursing or expressing breast milk. During the child's first year, the following are counted as paid working hours:

for daily working hours of:

- up to 4 hours min. 30 minutes
- more than 4 hours min. 60 minutes
- more than 7 hours min. 90 minutes

A suitable space and mutual tolerance are required to ensure that nursing or expressing breast milk is possible. Both employees and their supervisors must gain the necessary information and prepare themselves in advance ([further information](#)). If there isn't a suitable rest and nursing room, or if one cannot be organized internally, get in touch with [Family Services](#).

### Good to know: sick leave during pregnancy

Pregnant employees should inform their supervisors about sick leave and send the corresponding doctor's certificate to the local HR representative.

### Family allowance form

Family allowance is intended to provide partial compensation for the expenses incurred by parents in raising their children. Claims to family allowance are assessed by the Family Compensation Fund (Familienausgleichskasse - FAK).

### Protection against unlawful dismissal

Pregnant employees cannot be dismissed during the pregnancy or in the 16 weeks after the birth. Notice of dismissal given during this period is invalid. Employees, however, may give notice at any time in compliance with the stipulated notice periods. The employment contract can also be terminated at any time upon mutual agreement.

Nursing employees can only be deployed during the first year of nursing with their consent. Should they choose not to work again following maternity leave, they have no claim to wages. However, dismissal more than 16 weeks following the birth is improper if it can be proved that the employee was dismissed because of nursing. Employees of the University of Basel may claim 16 weeks' unpaid leave of absence after their maternity leave, so it is a good idea to discuss the return to work with the supervisor early on. Also inform your supervisor if you do not plan to resume work after eight months (16 weeks maternity leave plus 16 weeks unpaid leave of absence) because of nursing.

## Maternity leave and compensation

### Leave entitlement and exercise

In cases of pregnancy and maternity, employees of the University of Basel are entitled to 16 weeks of paid leave. For eight weeks after the birth, the employee is subject to a general employment ban according to labor law. Resumption of work between the ninth and 16th week following the birth is only permitted with the consent of the employee in question. Vacation entitlement cannot be curtailed for the duration of maternity leave.

### Maternity allowance

Employees are entitled to full pay for the entire duration of the 16 weeks of paid leave. Parents should apply for maternity allowance after the birth ([Maternity Allowance Application Form](#)). Should the employment contract end during the leave of absence, the allowance will be paid until the end of the contract term in line with staff regulations and 80% of their wage paid by the Compensation Fund for the remainder of the 14 weeks.

### Temporary replacement

It is generally possible to hire temporary replacement staff who are paid an amount equivalent to the maternity compensation (14 weeks at 80% of the salary of the person currently on maternity leave, not exceeding CHF 220 per day).

**Extending paid leave with unpaid leave**

Once they have taken their paid leave, employees may choose to take unpaid leave of no more than 16 weeks' duration. This can be extended upon mutual agreement, and the previous position is guaranteed within the scope of available operational possibilities. There is also the option of further extending leave in the form of vacation entitlement or compensation for overtime, in consultation with the supervisor.

**Good to know: unpaid leave of absence**

Employees should notify their supervisor ahead of time and then either apply for the leave of absence themselves through [Self Services](#) or through their local HR representative. If the employee takes up to one month's unpaid leave, it is sufficient to make notification of this through Self Services one week in advance. For a longer duration of leave, it should be discussed with the supervisor at least 12 weeks in advance and notification be made through Self Services at least one month in advance.

**Resumption of work and flexible working hours**

The birth of a child may give rise to the question of a temporary or long-term adjustment of the workload and more flexible working conditions. The University of Basel is a family-friendly institution that promotes a progressive working culture in which employees are able to balance their professional and personal lives, and it generally respects their requests for arrangements that help them do so as far as operational conditions allow. It is a good idea to start formulating these requests and measures for implementing them early on, and discuss them with your supervisor.

**Phased return to work**

Upon consultation, the employee may return to work after leave with a reduced workload that can be increased step by step until it reaches the agreed target workload a few months later. The work lost due to this gradual return to work should, where possible, be compensated with work throughout the rest of the year. Otherwise the employee and supervisor should come up with an individual solution.

**Long-term reduction of the workload**

When employees return to work after leave, they are subject to their previous contractual conditions. Any employees wishing to reduce their workload over the long term have to renegotiate with their supervisor. If there is a significant change

in workload, the employee and supervisor must agree an adjustment in the area of responsibility (in writing) before the maternity leave.

**Working from home**

Another option for arranging a family-friendly return to work and long-term working situation is to agree on occasional or regular working from home. Working from home – work carried out independently of location and time – is an option generally open to all employees depending on operational needs; requests for such arrangements must be approved by the supervisor. The general conditions are regulated in the [information sheet Homeoffice](#).

**Flexible working hours**

The University of Basel encourages flexible working models and promotes balance between professional and non-professional activities. Positive or negative working hour balances can be compensated for or made up throughout the working year. In consultation with supervisors, employees may also be able to distribute a part-time workload over several shortened working days. It is also advisable to arrange meetings and training between 9 am and 5 pm where possible.

**Good to know: funding lines for parents in the qualification phase**

«get on track» is aimed at PhD students who are parents. Each semester, support options are offered to help students complete their PhD within the allotted time: [www.unibas.ch/getontrack](http://www.unibas.ch/getontrack)

«stay on track» is aimed toward highly qualified female postdoctoral researchers in the early stage of motherhood. Support measures will be made available on a semester-by-semester basis to help focus and maintain high-quality research: [www.unibas.ch/stayontrack](http://www.unibas.ch/stayontrack)

### Extension of temporary jobs

Please note that the position will not be automatically be extended. Temporary positions may be extended in the event of pregnancy and the birth of a child depending on the employment situation. If no substitute is hired during maternity leave and the budget officers agree, the temporary position can usually be extended on request for the period in question with the daily allowance of the maternity compensation (14 weeks at 80% salary, not exceeding CHF 220 per day). If you take unpaid leave after your paid absence, you can also apply for the extension of a temporary job for the corresponding period. For positions in the qualification phase, the regulations and the application depend on the function and/or project funding, as shown in the table below. If you are uncertain how this applies to you, please contact your [local HR representative](#).

### Temporary positions in the qualification phase

#### Extension of assistant position (university funded position)

For employees fulfilling family obligations, the assistant position with a master's or doctoral degree can be extended in justified cases by a half or whole year, depending on the situation. The supervisor should forward the application to their local HR representative.

#### Extension of doctorate

Doctoral students who give birth during their doctoral studies have the possibility to extend their employment for the duration of the maternity leave of 16 weeks. The employment can be extended for both structurally and non-structurally employed doctoral students (assistant with master and project assistant). Further information on the [information sheet](#).

#### External funding

In principle, applications for leaves of absence and extensions are made via project management to the external funding source. However, the Human Resources department of the University of Basel must be informed of any

changes following confirmation by the external funding source; this does not occur automatically.

#### SNSF

In case of maternity leave, please note that SNSF doctoral students employed at the university are entitled to four full months' extension at full pay upon extension of their contracts. All other positions are generally only extended on a cost-neutral basis through daily allowances for maternity allowance.

**If you have any questions regarding this, please contact the SNSF department responsible for your project or equality@snf.ch.**

Different SNSF instruments are subject to different procedures and framework conditions. It is important to note that you will have to apply to both the university's HR department and SNSF in many cases. For more on this process, consult the sample case on the following page.

#### Extension of assistant professorships

In justified cases, the faculty may extend an assistant professorship by a maximum of two years, subject to the consent of the President's Board. In particular, family responsibilities are taken into account.

### Further information and support

You can find further information in the staff regulations, in the regulation for academic personnel, in the regulation on working hours and absences as well as on the [intranet](#). The website of the University of Basel's [Family Services](#) can also provide information on family-related issues to all departments, as well as internal University of Basel services and current links for further reading.

If you have any questions on the above, please contact your [local HR representative](#).

## Pregnancy process sample case: doctoral student funded through an SNSF project

The process will ideally be started in the fourth month of pregnancy and finished shortly after the birth of the child.

University level

SNSF level

Activity	Responsibility	Form
Information about the pregnancy to the supervisor	PhD student	Conversation
Dialogue between the PhD student and supervisor to mutually clarify expectations (return to work, unpaid leave, etc.)	Supervisor	Conversation
Notification of the pregnancy to the local HR representative at the university	PhD student	Email
Notification of the pregnancy to the relevant SNSF department	Project manager	Email
Application for cost-neutral extension of the project, if required (taking into account maternity leave and any unpaid leave of absence)	Project manager	mySNF
If approved by SNSF, corresponding extension of the PhD student's position (SNSF will pay the difference in payment for maternity compensation for the full four months with final report upon application)	Project manager	Staff request to the local HR representative
After the birth: submit the application form for maternity compensation and (if required) family and child support allowance	PhD student	Send form to central HR
EO insurance contributions are credited to the relevant SNSF contribution	HR	

## Information for fathers-to-be and partners of expectant mothers

### Notifying the supervisor and HR of paternity/parenthood

The table below contains suggestions for discussions, and also indicates the notifications that are required for anyone seeking support services.

Stage	Activity
From the 4 <sup>th</sup> month of pregnancy	Inform the supervisor of future paternity/parenthood
No later than 3 months before the expected birth date	Discussion with the supervisor on expectations/changes in work arrangements following the birth of the child (does not replace the annual staff review)
After the birth	Notify <a href="#">central HR</a> of the birth. If requesting family and child support allowance, use the <a href="#">Employee Family Allowance Application Form</a>
2 or 3 months after the birth	Discussion with the supervisor to go over agreements

### Paternity or parental leave

#### Leave allowance

The University of Basel allows four weeks of paternity or parental leave upon the birth of the child.

the scope of available operational possibilities. There is also the option of further extending leave in the form of vacation entitlement or compensation for overtime, in consultation with the supervisor.

#### Extending paid leave with unpaid leave

Once they have taken their paid leave, employees may choose to take unpaid leave of no more than 16 weeks' duration. This can be extended upon mutual agreement, and the previous position is guaranteed within

**Good to know: unpaid leave of absence**

Employees should notify their supervisor ahead of time and then either apply for the leave of absence themselves through [Self Services](#) or through their local HR representative. If the employee takes up to one month's unpaid leave, it is sufficient to make notification of this through Self Services one week in advance. For a longer duration of leave, it should be discussed with the supervisor at least 12 weeks in advance and notification be made through Self Services at least one month in advance.

**Temporary replacement**

No funds are generally available for temporary replacement due to paid or unpaid leave resulting from paternity/parenthood.

**Good to know: Family allowance form**

Family allowance is intended to provide partial compensation for the expenses incurred by parents in raising their children. Claims to family allowance are assessed by the Family Compensation Fund.

**Resumption of work and flexible working hours**

The birth of a child may give rise to the question of a temporary or long-term adjustment of the workload and more flexible working conditions. The University of Basel is a family-friendly institution that promotes a progressive working culture in which employees are able to balance their professional and personal lives, and it generally respects their requests for arrangements that help them do so as far as operational conditions allow. It is a good idea to start formulating these requests and measures for implementing them early on, and discuss them with your supervisor.

**Phased return to work**

Upon consultation, the employee may return to work after leave with a reduced workload that can be increased step by step until it reaches the agreed target workload a few months later. The work lost due to this gradual return to work should, where possible, be compensated with work throughout the rest of the year. Otherwise the employee and supervisor should come up with an individual solution.

**Long-term reduction of the workload**

When employees return to work after leave, they are subject to their previous contractual conditions. Any employees wishing to reduce their workload over the long term have to renegotiate with their supervisor. If there is a significant change

in workload, the employee and supervisor must agree an adjustment in the area of responsibility (in writing) before the maternity leave.

**Working from home**

Another option for arranging a family-friendly return to work and long-term working situation is to agree on occasional or regular working from home. Working from home – work carried out independently of location and time – is an option generally open to all employees depending on operational needs; requests for such arrangements must be approved by the supervisor. The general conditions are regulated in the [information sheet Homeoffice](#).

**Flexible working hours**

The University of Basel encourages flexible working models and promotes balance between professional and non-professional activities. Positive or negative working hour balances can be compensated for or made up throughout the working year. In consultation with supervisors, employees may also be able to distribute a part-time workload over several shortened working days. It is also advisable to arrange meetings and training between 9 am and 5 pm where possible.

**Good to know: funding lines for parents in the qualification phase**

«get on track» is aimed at PhD students who are parents. Each semester, support options are offered to help students complete their PhD within the allotted time: [www.unibas.ch/getontrack](http://www.unibas.ch/getontrack)

**Extension of temporary jobs**

If you take an unpaid leave of absence after your paternity leave, you can also apply for the extension of a temporary job for the corresponding period. For positions in the qualification phase, the regulations and the application depend on the function and/or project funding, as shown in the table below. If you are uncertain how this applies to you, please contact your [local HR representative](#).

### Temporary positions in the qualification phase

#### Extension of assistant position (university funded position)

For employees fulfilling family obligations, the assistant position with a master's or doctoral degree can be extended in justified cases by a half or whole year, depending on the situation. The supervisor should forward the application to their local HR representative.

#### External funding

In principle, applications for leaves of absence and extensions are made via project management to the external funding source. However, the Human Resources department of the University of Basel must be informed of any changes following confirmation by the external funding source; this does not occur automatically.

#### SNSF

**If you have any questions regarding this, please contact the SNSF department responsible for your project or equality@snf.ch.** Different SNSF instruments are subject to different procedures and framework conditions. It is important to note that you will have to apply to both the university's HR department and SNSF in many cases. For more on this process, consult the sample case on page 8.

### Extension of assistant professorships

In justified cases, the faculty may extend an assistant professorship by a maximum of two years, subject to the consent of the President's Board. In particular, family responsibilities are taken into account.

#### Further information and support

You can find further information in the staff regulations, in the regulation for academic personnel, in the regulation on working hours and absences as well as on the [intranet](#). The website of the University of Basel's [Family Services](#) can also provide information on family-related issues to all departments, as well as internal University of Basel services and current links for further reading.

If you have any questions on the above, please contact your [local HR representative](#).

## Information for future adoptive parents

### Notifying the supervisor and HR of a child taken in for later adoption

The table below contains suggestions for discussions, and also indicates the notifications that are required for anyone seeking support services.

Stage	Activity
4 or 5 months before taking in a child	Employee informs the supervisor about the adoption plans
Once known	Notification of the prospective date for taking in a child to the <a href="#">local HR representative</a>
No later than 3 months before the date of taking in a child	Discussion with the supervisor on expectations/changes in the work configuration following taking in a child (does not replace the annual staff review)
After taking in a child	Notify <a href="#">central HR</a> of taking in a child. If requesting family and child support allowance, use the <a href="#">Employee Family Allowance Application Form</a>
2 or 3 months after taking in a child	Discussion with the supervisor to go over agreements

## Leave on taking in a child for later adoption

### Claim and exercise

A parent is generally entitled to a paid absence of 16 weeks upon taking in a child for later adoption (exception see regulation on working hours and absences § 19.3). The other parent's leave is granted according to paternity leave. Vacation entitlement cannot be curtailed for the duration of the paid absence.

### Wage continuation

If a child is taken in with the prospect of subsequent adoption, the employee is entitled to full continued payment of their salary for the entire duration of the paid absence, provided the person has been employed for at least 9 months prior to taking in the child. If the person has been employed for a shorter duration or if work is not resumed for at least 12 weeks after the paid absence, the salary entitlement is reduced to 50%.

### Extending paid leave with unpaid leave

Once they have taken their paid leave, employees may choose to take unpaid leave of no more than 16 weeks' duration. This can be extended upon mutual agreement, and the previous position is guaranteed within the scope of available operational possibilities. There is also the option of further extending leave in the form of vacation entitlement or compensation for overtime, in consultation with the supervisor.

## Good to know: unpaid leave of absence

Employees should notify their supervisor ahead of time and then either apply for the leave of absence themselves through [Self Services](#) or through their local HR representative. If the employee takes up to one month's unpaid leave, it is sufficient to make notification of this through Self Services one week in advance. For a longer duration of leave, it should be discussed with the supervisor at least 12 weeks in advance and notification be made through Self Services at least one month in advance.

### Temporary replacement

No funds are generally available for temporary replacement due to paid or unpaid leave resulting from taking in a child for later adoption.

## Good to know: Family allowance form

Family allowance is intended to provide partial compensation for the expenses incurred by parents in raising their children. Claims to family allowance are assessed by the Family Compensation Fund.

## Resumption of work and flexible working hours

Taking in a child for later adoption may give rise to the question of a temporary or long-term adjustment of the workload and more flexible working conditions. The University of Basel is a family-friendly institution that promotes a progressive working culture in which employees are able to balance their professional and personal lives, and it generally respects their requests for arrangements that help them do so as far as operational conditions allow. It is a good idea to start formulating these requests and measures for implementing them early on, and discuss them with your supervisor.

### Phased return to work

Upon consultation, the employee may return to work after leave with a reduced workload that can be increased step by step until it reaches the agreed target workload a few months later. The work lost due to this gradual return to work should, where possible, be compensated with work throughout the rest of the year. Otherwise the employee and supervisor should come up with an individual solution.

### Long-term reduction of the workload

When employees return to work after leave, they are subject to their previous contractual conditions. Any employees wishing to reduce their workload over the long term have to renegotiate with their supervisor. If there is a significant change

in workload, the employee and supervisor must agree an adjustment in the area of responsibility (in writing) before the maternity leave.

### Working from home

Another option for arranging a family-friendly return to work and long-term working situation is to agree on occasional or regular working from home. Working from home – work carried out independently of location and time – is an option generally open to all employees depending on operational needs; requests for such arrangements must be approved by the supervisor. The general conditions are regulated in the [information sheet Homeoffice](#).

### Flexible working hours

The University of Basel encourages flexible working models and promotes balance between professional and non-professional activities. Positive or negative working hour balances can be compensated for or made up throughout the working year. In consultation with supervisors, employees may also be able to distribute a part-time workload over several shortened working days. It is also advisable to arrange meetings and training between 9 am and 5 pm where possible.

### Extension of temporary jobs

If you take an unpaid leave of absence after your leave on taking in a child for later adoption you can also apply for the extension of a temporary job for the corresponding period. For positions in the qualification phase, the regulations and the application depend on the function and/or project funding, as shown in the table below. If you are uncertain how this applies to you, please contact your [local HR representative](#).

### Temporary positions in the qualification phase

#### Extension of assistant position (university funded position)

For employees fulfilling family obligations, the assistant position with a master's or doctoral degree can be extended in justified cases by a half or whole year, depending on the situation. The supervisor should forward the application to their local HR representative.

#### External funding

In principle, applications for leaves of absence and extensions are made via project management to the external funding source. However, the Human Resources department of the University of Basel must be informed of any

changes following confirmation by the external funding source; this does not occur automatically.

#### SNSF

**If you have any questions regarding this, please contact the SNSF department responsible for your project or equality@snf.ch.**

Different SNSF instruments are subject to different procedures and framework conditions. It is important to note that you will have to apply to both the university's HR department and SNSF in many cases. For more on this process, consult the sample case on page 8.

#### Extension of assistant professorships

In justified cases, the faculty may extend an assistant professorship by a maximum of two years, subject to the consent of the President's Board. In particular, family responsibilities are taken into account.

### Further information and support

You can find further information in the staff regulations, in the regulation for academic personnel, in the regulation on working hours and absences as well as on the [intranet](#). The website of the University of Basel's [Family Services](#) can also provide information on family-related issues to all departments, as well as internal University of Basel services and current links for further reading.

If you have any questions on the above, please contact your [local HR representative](#).

Impending parenthood is a positive event in the life of your employees, but it also comes with changes and new challenges. To make the period of pregnancy or the taking in of a child for later adoption and the first months of parenthood as calm and relaxed as possible, while also ensuring well-organized temporary cover in your department, it is a good idea to talk to your employees early on and clarify mutual expectations regarding their return to work as well as any long-term adjustments to their working situation.

## General information on parenthood

### Legal foundations

Parents-to-be have specific rights, particularly during pregnancy and in the months after the birth. These are enshrined in labor law, the Code of Obligations, the Loss of Earnings Compensation Act as well as the Gender Equality Act ([further information](#) in German, Italian and French). Additional regulations applicable to employees of the University of Basel can be found in the staff regulations.

### Extending paid leave with unpaid leave

Once they have taken their paid leave, employees may choose to take unpaid leave of no more than 16 weeks' duration. This can be extended upon mutual agreement, and the previous position is guaranteed within the scope of available operational possibilities. There is also the option of further extending leave in the form of vacation entitlement or compensation for overtime, in consultation with the supervisor.

### Good to know: unpaid leave of absence

Employees should notify their supervisor ahead of time and then either apply for the leave of absence themselves through [Self Services](#) or through their local HR representative. If the employee takes up to one month's unpaid leave, it is sufficient to make notification of this through [Self Services](#) one week in advance. For a longer duration of leave, it should be discussed with the supervisor at least 12 weeks in advance and notification be made through [Self Services](#) at least one month in advance.

### Extension of temporary jobs

Temporary positions may be extended in the event of pregnancy and the birth of a child depending on the employment situation. If no substitute is hired during maternity leave and the budget officers agree, the temporary position can usually be extended on request for the period in question with the daily allowance of the maternity compensation (14 weeks at 80% salary, not exceeding CHF 220 per day). If employees take unpaid leave after the paid absence, you can also extend a temporary job for the corresponding period. For positions in the qualification phase, the regulations and the application depend on the function and/or project funding, as shown in the table below. If you are uncertain how this applies to you, please contact your [local HR representative](#).

### Temporary positions in the qualification phase

#### Extension of assistant position (university funded position)

For employees fulfilling family obligations, the assistant position with a master's or doctoral degree can be extended in justified cases by a half or whole year, depending on the situation. The supervisor should forward the application to their local HR representative.

### Extension of doctorate

Doctoral students who give birth during their doctoral studies have the possibility to extend their employment for the duration of the maternity leave of 16 weeks. The employment can be extended for both structurally and non-structurally employed doctoral students (assistant with master and project assistant). Further information on the [information sheet](#).

### External funding

In principle, applications for leaves of absence and extensions are made via project management to the external funding source. However, the Human Resources department of the University of Basel must be informed of any changes following confirmation by the external funding source; this does not occur automatically.

### SNSF

In case of maternity leave, please note that SNSF doctoral students employed at the university are entitled to four full months' extension at full pay upon extension of their contracts. All other positions are generally only extended on a cost-neutral basis through daily allowances for maternity allowance.

**If you have any questions regarding this, please contact the SNSF department**

### responsible for your project or equality@snf.ch.

Different SNSF instruments are subject to different procedures and framework conditions. It is important to note that you will have to apply to both the university's HR department and SNSF in many cases. For more on this process, consult the sample case on page 8.

### Family-friendly working conditions

The University of Basel is [certified as family-friendly](#) by the “audit family-friendly university”. Moreover it is part of the “[Family in Higher Education](#)” network and has signed the associated charter. As a supervisor, you significantly contribute to how family-friendliness is lived at the university. The goal is to improve the balance between professional and private lives in the long term and reinforce the University of Basel as a family-friendly, attractive employer and research partner. As a supervisor of people with family responsibilities and parents-to-be, you can take real steps to create flexible and family-friendly working conditions by carefully and objectively examining employee requests and working with your employees to find viable solutions.

### Good to know: funding lines for parents in the qualification phase

«get on track» is aimed at PhD students who are parents. Each semester, support

options are offered to help students complete their PhD within the allotted time:

[www.unibas.ch/getontrack](http://www.unibas.ch/getontrack)

«stay on track» is aimed toward highly qualified female postdoctoral researchers in the early stage of motherhood. Support measures will be made available on a semester-by-semester basis to help focus and maintain high-quality research: [www.unibas.ch/stayontrack](http://www.unibas.ch/stayontrack)

The following measures can help in balancing work and family responsibilities:

#### Phased return to work

Possibility of a reduced return to work after parental leave with a gradual increase in the workload until the target workload is reached after a few months

#### Part-time work

Option of reducing the workload in the medium or long term (perhaps in combination with a reduced return to work and phased increase in the workload until it reaches full-time load)

#### Working from home

Option of working from home at least part of the time, see [information sheet Homeoffice](#).

#### Flexible working hours

Option of distributing part-time work across multiple, shortened working days, flexible distribution of working hours under flexible working hours arrangement

### Family-friendly meeting schedule

Scheduling meetings and training between 9 am and 5 pm rather than very late or very early

### Job sharing

Sharing a job with interdependent functions between two people

### Open-minded and understanding

Being generally receptive to flexible, creative solutions as well as understanding the challenges confronting employees with family duties

### Pregnancy and maternity

The table below contains suggestions for discussions during and after the pregnancy; but there is also the right to conceal the pregnancy.

Stage	Activity
From the 4 <sup>th</sup> month of pregnancy	Supervisor receives information about pregnancy
Subsequently	Analysis of the workplace using <a href="#">Maternity protection in the workplace: information sheet and checklist</a>
No later than 3 months before the expected birth date	Discussion on return to work and expectations/changes in work arrangements following the birth of the child (does not replace the annual staff review)
2 or 3 months after the birth	Discussion to go over agreements concerning the return to work

### Protecting health during pregnancy and maternity

Pregnancy, childbirth and the first weeks of infancy are major life events and are associated with certain health risks that require special protection. By law, the university is required to arrange working conditions for pregnant and nursing employees that ensure that there is no negative health impact for them or their children ([further information](#) – in German/French/Italian).

This [Maternity protection in the workplace: information sheet and checklist](#), which you should fill out in conjunction with your employee, will help you identify dangerous, arduous work. If you answer 'yes' to any of the questions, a risk analysis will have to be carried out. In this case, get in touch with the [Occupational Safety & Health Protection coordination office](#).

### Rest and nursing

Pregnant employees must be able to lie down and rest under suitable conditions when required. Pregnant and nursing employees are generally not permitted to exceed the number of agreed working hours or work more than nine hours per day. Nursing employees must be given the necessary time for nursing or expressing breast milk. During the child's first year, the following are counted as paid working hours:

for daily working hours of:

- up to 4 hours min. 30 minutes
- more than 4 hours min. 60 minutes
- more than 7 hours min. 90 minutes

A suitable space and mutual tolerance are required to ensure that nursing or expressing breast milk is possible. Both employee and supervisor must gain the necessary information and prepare themselves in advance ([further information](#)). If there isn't a suitable rest and nursing room, or if one cannot be organized internally, get in touch with [Family Services](#).

### Good to know: sick leave during pregnancy

Pregnant employees should inform their supervisors about sick leave and send the corresponding doctor's certificate to the local HR representative.

### Protection against unlawful dismissal

Pregnant employees cannot be dismissed during the pregnancy or in the 16 weeks after the birth. Notice of dismissal given during this period is invalid. Pregnant employees, however, may give notice at any time in compliance with the stipulated notice periods. The employment contract can also be terminated at any time upon mutual agreement.

Nursing employees can only be deployed during the first year of nursing with their consent. Should they choose not to work again following maternity leave, they have no claim to wages. However, dismissal more than 16 weeks following the birth is improper if it can be proved that the employee was dismissed because of nursing. Employees of the University of Basel may claim 16 weeks' unpaid leave of absence after their maternity leave, so it is a good idea to discuss the return to work with your supervisor early on. Also inform your supervisor if you do not plan to resume work after eight months (16 weeks maternity leave plus 16 weeks unpaid leave of absence) because of nursing.

### Maternity leave, wages and temporary replacement

In cases of pregnancy and maternity, employees of the University of Basel are entitled to 16 weeks of paid leave. For eight weeks after the birth, the employee is subject to a general employment ban according to labor law. Resumption of work between the ninth and 16<sup>th</sup> week following the birth is only permitted with the consent of the employee in question. Employees are entitled to their full wages for the entire duration of paid leave (for further information, see [„Maternity leave and compensation“ on page 3](#)). It is generally possible to hire temporary replacement staff who are paid an amount equivalent to the maternity compensation (14 weeks at 80% of the salary of the person currently on maternity leave, not exceeding CHF 220 per day).

**Paternity/parenthood**

Stage	Activity
From the 4 <sup>th</sup> month of pregnancy	Supervisor receives information of future paternity/parenthood
No later than 3 months before the expected birth date	Discussion with the employee on expectations/changes in work arrangements following the birth of the child (does not replace the annual staff review)
2 or 3 months after the birth	Discussion to go over agreements

**Leave allowance**

The University of Basel allows four weeks of paternity or parental leave upon the birth of the child.

**Temporary replacement**

No funds are generally available for temporary replacement due to paid or unpaid leave resulting from paternity/parenthood.

**Taking in a child for later adoption**

Stage	Activity
4 or 5 months before taking in a child	Supervisor receives information about the adoption plans
No later than 3 months before the date of taking in a child	Discussion with the employee on expectations/changes in the work configuration following taking in a child (does not replace the annual staff review)
2 or 3 months after taking in a child	Discussion with the employee to go over agreements

**Leave on taking in a child for later adoption**

A parent is entitled to a paid absence of 16 weeks upon taking in a child for later adoption, provided the person has been employed for at least 9 months prior to taking in the child. If the person has been employed for a shorter duration or if work is not resumed for at least 12 weeks after the paid absence, the salary entitlement is reduced to 50%. The other parent's leave is granted according to paternity leave. Vacation entitlement cannot be curtailed for the duration of the paid absence.

**Temporary replacement**

No funds are generally available for temporary replacement due to paid or unpaid leave resulting from taking in a child for later adoption.

**Further information and support**

You can find further information in the staff regulations, in the regulation for academic personnel, in the regulation on working hours and absences as well as on the [intranet](#). The website of the University of Basel's [Family Services](#) can also provide information on family-related issues to all departments, as well as internal University of Basel services and current links for further reading.

If you have any questions on the above, please contact your [local HR representative](#).