

FAMILY FRIENDLINESS

A JOB THAT MATTERS AND YOU DO TOO!



It makes no difference who you are or what your family situation is. At UT we appreciate you, challenge you and encourage you to keep growing. And our terms of employment support these values. At UT you benefit from **job flexibility and additional services** that can help you flourish, both personally and professionally. We give you space to find the right balance between work and private life. Please use our employee facilities whenever you need them. In this brochure you will find an overview of all the employee **facilities UT provides in the area of work and family**. These include:



PREGNANCY &
CHILDBIRTH

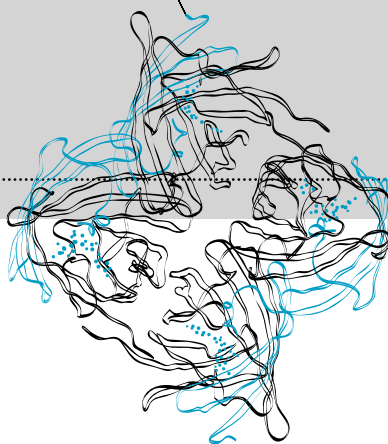


LEAVE &
PARENTING



(INFORMAL) CARE &
WELLBEING

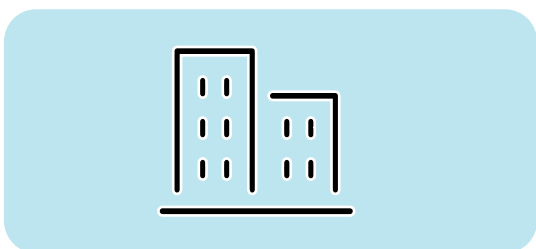
UNIVERSITY OF TWENTE.



PREGNANCY AND MATERNITY LEAVE

When you become pregnant, you are entitled to pregnancy leave. You are also entitled to maternity leave. You are always entitled to 16 weeks of leave. If you are expecting twins or a multiple birth, you can take longer leave. You are then entitled to a minimum of 20 weeks of pregnancy leave and maternity leave. In addition, certain special circumstances allow you to extend your maternity leave (e.g. if your baby is admitted to hospital for a longer period).

There is a certain degree of flexibility in how you take your leave. The final segment of your maternity leave is flexible. This refers to the leave that remains after six weeks have passed since the baby was born. You can split up this portion of your maternity leave into separate parts spread over a period of 30 weeks maximum. This has to be arranged in consultation with your manager/supervisor. After your [pregnancy leave and maternity leave](#), you can take parental leave (see below).



PREGNANCY, GIVING BIRTH AND WORK

The university wants to ensure a safe and healthy working environment. Particularly when it involves pregnancy and giving birth, we want to be attentive. Do you face any specific risks at work? We would be happy

to help you find out what kind of possibilities there are to stay safe and healthy at work. Both during and after your pregnancy, you will have the option of adjusting your working hours and break times. This allows you as a parent to concentrate on working safely while caring for your child. You can schedule time, for example, to express milk for breastfeeding. It is also possible to make arrangements relating to the scope of your duties, hybrid working or an employment contract that suits your situation. Simply get in touch with your supervisor/manager or an HR Adviser about the above points so that you are clear about the options and arrangements concerning work, both during and after pregnancy.

PREGNANCY AND DISCRIMINATION

Women still experience [pregnancy discrimination in the labour market](#), although this is legally prohibited. As a university, we want to offer you a safe and healthy working environment. Should your safety or health come under threat due to discrimination related to pregnancy, always report this to your supervisor/manager, an HR Adviser or the university's confidential adviser.

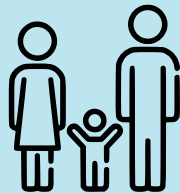
PREGNANCY AND YOUR CAREER

Are you a pregnant PhD candidate? If you so wish, you can extend your PhD by the number of weeks you take in pregnancy, maternity and parental leave (taken during the PhD). This will help prevent you from suffering any delay in completing your PhD.



CARE LEAVE FOR FAMILY AND DEPENDENTS

We understand that as a parent or carer you need enough time to give your children the care and attention they require. But sometimes that's challenging when combined with your work for the university. Below you will find information about the leave possibilities that allow you the time to combine work with tending to your family.



PARENTAL LEAVE FOR PARTNERS (AT THE TIME OF CHILDBIRTH)

When your partner gives birth, you are entitled to a number of leave arrangements, including caring for your child/children after birth. You can take a short leave to be present at the birth, standard and additional childbirth leave for after the child is born, and parental leave.

STANDARD AND ADDITIONAL CHILD BIRTH LEAVE

Standard and additional child birth leave for you as partner come to a combined maximum of six weeks. This is calculated as six times your working hours per week, for which 100% of your salary will be paid by the university.

- Standard child birth leave is one week and must be taken within four weeks of the date of your child's birth.
- Additional child birth leave is five weeks and must be taken within six months of your child's birth.

EQUAL CHILDBIRTH LEAVE FOR ALL FAMILIES

Have you just become the parent of a child, but because of your personal situation or composition of your family you fall outside the legally existing schemes for child birth leave as listed above? At UT you are entitled to the equal child birth leave arrangement, which applies to all families. This means that in every family – no matter what the family composition – partners always have the option of taking six weeks of leave in order to bond with the newborn child, even when the mother of the child is not part of the family.

PAID OR PARTIALLY PAID PARENTAL LEAVE

As a parent, you are entitled to parental leave until your child reaches the age of eight. This scheme allows you to work fewer hours after the birth of your child/children. You can take parental leave at any time you wish after maternity leave and and child birth leave has been used up. Parental leave comes to a maximum of 26 times your weekly working hours for each child. When taking your parental leave during your child's/children's first year, you are entitled to 70% of your salary for up to a maximum of 13 weeks. If your child reaches the age of one and you have not yet taken the 13 weeks of leave, you will receive 62.5% of your salary in parental leave hours for the remaining weeks.



EMERGENCY LEAVE

Sometimes you have to deal with unexpected circumstances in your life that require your immediate attention. That's why there is emergency leave. This includes such things as picking up a child who has suddenly become sick and taking them to the doctor. But it also includes a burst water pipe in your home. Usually this leave is anywhere from a couple of hours to a maximum of two days.



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INFORMAL CAREGIVING LEAVE

One in three people in the Netherlands over the age of 16 is an informal caregiver. As an informal caregiver, you combine long-term, unpaid care for a loved one with your work. At times when this combination becomes difficult, your work-life balance can become disrupted, which can lead to overload or absences. This is something we would like to avoid. For that reason, we encourage you to [discuss your situation as an informal caregiver](#). We will be sensitive to your situation, we can offer help and, if necessary, we can suggest personalised solutions in addition to our leave arrangements.

COMPASSIONATE LEAVE

Are you caring for a sick person? For a duration of 12 months you can be entitled to:

- Short-term compassionate leave: a maximum of two times the number of contract hours that you work per week with 100% of your salary.
- Long-term compassionate leave: a maximum of six times the number of hours you work per week. Unpaid, any potential arrangement for partial or full payment of salary must be decided in consultation.



ADOPTION LEAVE OR FOSTER PARENT LEAVE

Will you be adopting a child or welcoming a foster child into your family? In that case, you are entitled to a maximum of six weeks of paid leave. You can take this leave in one continuous period, but you can also take the leave spread out over a period of 26 weeks. This period can start four weeks before you welcome the child into your family. You can also take the leave at a later time. The leave is available for 22 weeks after you have welcomed the child into your family.

CAREER SUPPORT FOR PARTNERS

We don't just think about you when you come to work for us. Are you an international staff member with a partner who is coming with you to the Netherlands? Then we'd be happy to help your partner find a job in the Netherlands via our [Dual Career Support programme](#). This offers support in building a social network, finding a new job, volunteer work or other possibilities.

WELLBEING

Do you have any questions or ideas about your personal situation when it comes to creating a healthy work-life balance? Please get in touch with your manager, supervisor and/or [HR Adviser](#).

Or for more information, check the options on our [wellbeing pagina](#). For instance, you might find a [lifestyle check](#) or the support of a [mentor or coach](#) helpful.

MORE INFORMATION

Feel free to contact your manager and/or HR Adviser to discuss your personal situation.



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