

FAQ on working hours/ flexitime/ parental leave and corresponding regulations

1. How much overtime may I carry over to the following year at the end of a year??

A maximum of 32 hours are carried over. Any additional hours that have not been compensated by 31.12. will be cut in the time recording system at the turn of the year and will no longer appear on 1.1. of the following year.

2. How many floating days may I take per year?

A maximum of 10 days per year can be requested as “floating days”. In justified exceptional cases, additional floating days (e.g. due to extraordinary burdens or similar) can be agreed with the respective superiors.

3. How many floating days may I take per month?

A maximum of 2 days per month can be requested as “floating days”. In justified exceptional cases, additional floating days (e.g. due to extraordinary burdens or similar) can be agreed with the respective superiors.

4. in which time slot do I have to be available (core working hours)?

The core working time is Mo.-Fr. from 10.00 am to 3.00 pm.

5. Do the core working hours also apply if I work part-time?

According to the company agreement on working hours, individual arrangements have to be made for part-time employees. These are to be coordinated individually with the respective superiors.

6. will my vacation be reduced if I work part-time?

This depends on your individual work schedule: If you continue to work part-time on a daily basis, i.e. all 5 days a week with a reduced number of hours, your vacation entitlement will not

be reduced. However, if you work on less than 5 days (e.g. on fixed 3 days a week), your vacation entitlement will be reduced accordingly. The formula here is $30 \text{ vacation days per year} / 5 \text{ working days per week} * 3 \text{ working days per week} = 18 \text{ vacation days per year}$. Since your work week in this example is only 3 days long and you accordingly only have to take 3 days of vacation per week, you will have a total of 6 weeks of vacation per year in the same way as those who spread their working time over 5 days.

7. when do I have to apply for parental leave?

Parental leave must be applied for in writing at least seven weeks before it begins. For this purpose, it is necessary to fill out the form "Application for parental leave" (link). You can obtain the form and further information on the procedure from the personnel department.

8. what documents do I need to submit to the MBI to apply for parental leave?

You have to submit the completed application form for parental leave and the child's birth certificate. If you apply for parental leave immediately after the birth of the child, please submit the birth certificate (a copy or scan to personal@mbi-berlin.de) later.

9. is it possible to work part-time at MBI during parental leave?

Yes, this is possible at any time during parental leave.

10. what do I have to do if I want to work part-time during parental leave?

Please apply for this using the form "Application for parental leave part-time". You can also obtain this application from the HR department. Please submit the child's birth certificate (as a copy or scan to personal@mbi-berlin.de).

11. can I take parental leave even if I am employed for a limited period of time?

Yes, even if your position is temporary, you can take parental leave. The same requirements apply as for a permanent position. Please note, however, that your parental leave ends exactly when your fixed-term employment contract expires.

12. Will my fixed-term contract be extended if I take parental leave? Does this happen automatically?

Employment contracts under the "Wissenschaftszeitvertragsgesetz" are automatically extended by the time you claim as parental leave. However, the following conditions apply:

- Your employment contract is **not limited due to third-party funding**;
- You **do not** work part-time in the same employment relationship during parental leave;
- You agree to the extension.

13. will my vacation entitlement be reduced if I take parental leave?

Yes, the entitlement for vacation is reduced by 1/12 for each full month of parental leave. For a leave entitlement of 30 days per year, it is therefore reduced by 2.5 days per month of parental leave (unless part-time work was taken during parental leave).

14. do i get special leave for the birth of my child?

Yes, at the birth of each own child, you get one day of special leave. To do this, use the normal application form for vacation and fill in the "Special leave" field, stating the reason. Please submit the birth certificate (as a copy or scan to personal@mbi-berlin.de).

15. do i have to report my pregnancy?

Yes. In case of pregnancy, please contact your respective superior and furthermore inform the personnel department. To calculate the maternity protection period, please send a copy or scan of the page of your maternity passport that contains the presumed date of birth to personal@mbi-berlin.de. Please **do not submit** a paid medical certificate. Based on the notification of pregnancy, expectant mothers will receive a letter from the personnel department stating when the maternity protection period begins and ends and what else needs to be taken into account.

16. Who can I refer to in the case of questions about work-life balance?

In general, you can contact the respective supervisor at any time. Questions can also be raised at workgroup or department meetings, etc. Further points of contact are the members of the project group "Audit berufundfamilie" ([LINK](#)).