

Guide for *Beamte* (civil servants) to *Elterngeld* (parental leave allowance) and *Elternzeit* (Parental leave)

I. *Elterngeld* (parental leave allowance)

Please submit your **application for *Elterngeld*** to the L-Bank Baden-Württemberg. Visit the L-Bank website for more information (in German) about *Elterngeld*: <https://www.l-bank.de> (Stichwort: *Elterngeld*).

II. *Elternzeit* (Parental leave)

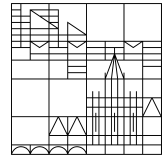
Elternzeit is granted in accordance with the Arbeitszeit- und Urlaubsverordnung AzUVO (state act on working hours and vacation) in the version from 29.11.2005 (as published in GBl. p. 716), in the last amended version from 28.11.2018 (as published in GBl. pp. 437, 438).

- a) All *Beamte* (civil servants) are entitled to take ***Elternzeit ohne Dienstbezüge*** (unpaid parental leave) **through their child's third birthday** if the parent lives in the same household and is the child's caregiver. This period includes the *Mutterschutzfrist* (maternity protection period). The same amount of leave is available for each child even if the *Elternzeit* periods for different children would overlap.

Up to 24 months of this period of leave can be taken any time before the child's eighth birthday, as long as the employer has no compelling reasons to the contrary. This also applies if the *Elternzeit* periods for different children would overlap.

Both parents are entitled to take *Elternzeit*; they can each take a portion of the total available leave at any time (even at the same time as the other parent). This also applies to civil partners who are parents (§ 1 of the Lebenspartnerschaftsgesetz LPartG (Act on Registered Life Partnerships)).

- b) In order to take *Elternzeit* immediately after your child's birth or **after the period of *Mutterschutz* has ended**, you need to request *Elternzeit* in writing **at least seven weeks** before its scheduled begin. You can make this request **via letter or email** (§41 para. 1 AzUVO). You must state which specific periods of time during the next two years (including the *Mutterschutzfrist* and any vacation) you plan to take *Elternzeit*. Each parent may split up the *Elternzeit* into three separate periods of time, if desired.
- c) Persons whose primary job is working as a university teacher with *Beamte* status may not extend their *Elternzeit* by interrupting it during the lecture-free period. The lecture-free period may also not be used to extend the length of the *Elternzeit* at either its beginning or end.
- d) *Beamte* may request to work **part time** during their *Elternzeit* **for at least 50%** of the regular full-time weekly working hours (25 % are also possible if the employer agrees) **up to a maximum of 30 hours/week** as per § 42 AzUVO in connection with § 69 paras. 1 and 3 of the Landesbeamtengesetz (state civil service act). If their request has been approved to work part time up to 30 hours/week, *Beamte* may potentially work up to 10 hours/week in another capacity (at another job/self-



employed) if the employer agrees. If, however, a request to work part time up to 30 hours/week has been denied, he/she may work up to 30 hours/week in another capacity, for example, as a day nanny for up to five children, (§ 23 para. 8 German social code book VIII (SGB VIII)) in accordance with the regulations on secondary employment.

- e) Please inform Human Resources right away if you are no longer eligible to take Elternzeit.

III. Effects of Elternzeit

a) **Beihilfe (financial assistance)**

Since you will not receive a salary during your Elternzeit, you are not eligible for Beihilfe (financial assistance). You will instead receive a comparable amount from your employer for **Krankenfürsorge (healthcare benefits)** as per § 46 para. 1 AzUVO.

As a Beamte, you will be reimbursed for your **health and nursing care insurance** costs during Elternzeit as follows:

- As per § 47 para. 2 AzUVO, you will receive the following amount based on your salary bracket: Brackets **A2 to A8 receive up to € 120** per month, and **all other brackets receive up to € 42** per month, as long as the monthly income did not exceed the income threshold for statutory health insurance (Versicherungspflichtgrenze) before the Elternzeit period began.
- *Beamte* who, because of their **low (family) income**, receive the full amount of *Elterngeld* as soon as their child is six months old, can **request a reimbursement for the full costs** of the applicable health and nursing care insurance policies. If the amount of *Elterngeld* you are being paid is lower than the full amount, then the reimbursement amount is reduced accordingly.
- If you are working **part time at least 50%** of the regular weekly working hours during your *Elternzeit*, then **no reimbursement will be paid**.

For more information please contact the *Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV)* <https://lbv.landbw.de/>. Note: This website is only available in German.

b) **Vacation**

During your *Elternzeit*, your amount of annual vacation will be **reduced by 1/12** for each full calendar month of your leave (as per § 24 para. 4 no. 5 AzUVO). This is not the case, however, if you are working part time during your *Elternzeit*.

c) **Pension**

Each month of *Elternzeit* **raises your pension** by a **Kindererziehungszuschlag (child rearing bonus)** as per §50a ff. *Beamtenversorgungsgesetz (Beamte pension act)*. Further information is available here (in German): <https://lbv.landbw.de/>.

The translation of this guide is for your convenience only. Full information is available, however, in the original legal sources (in German).