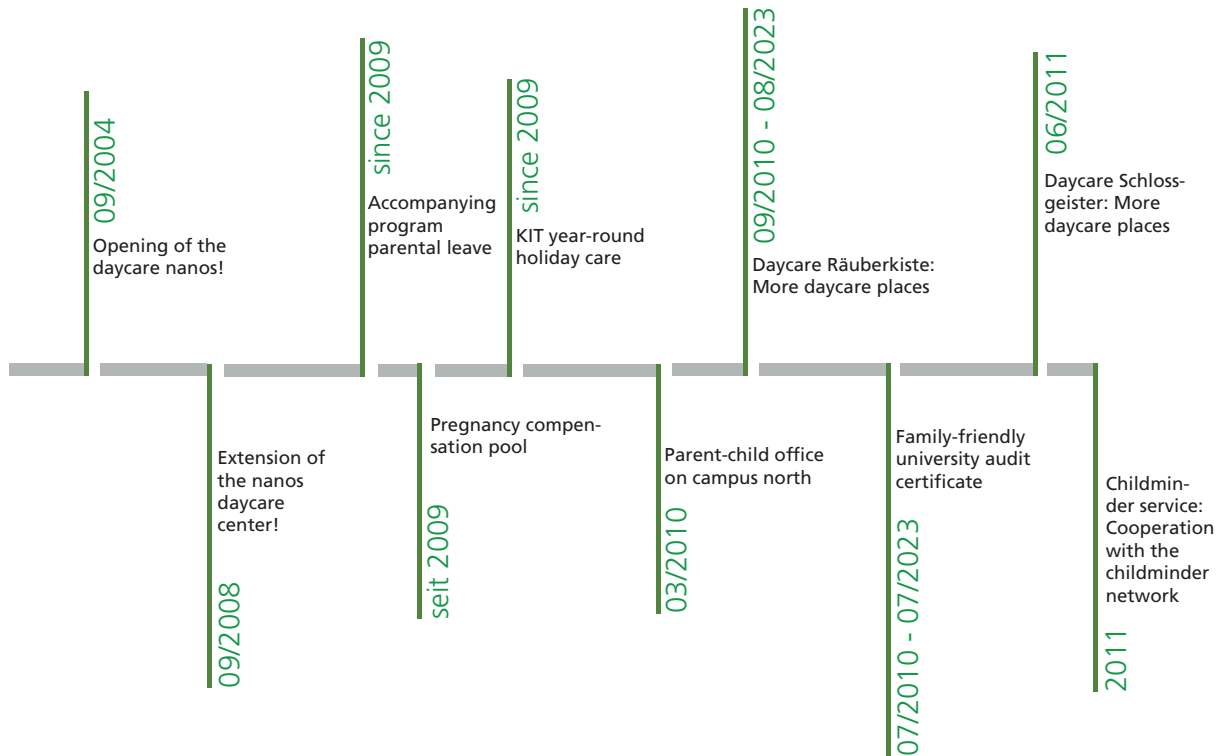


# KIT family+

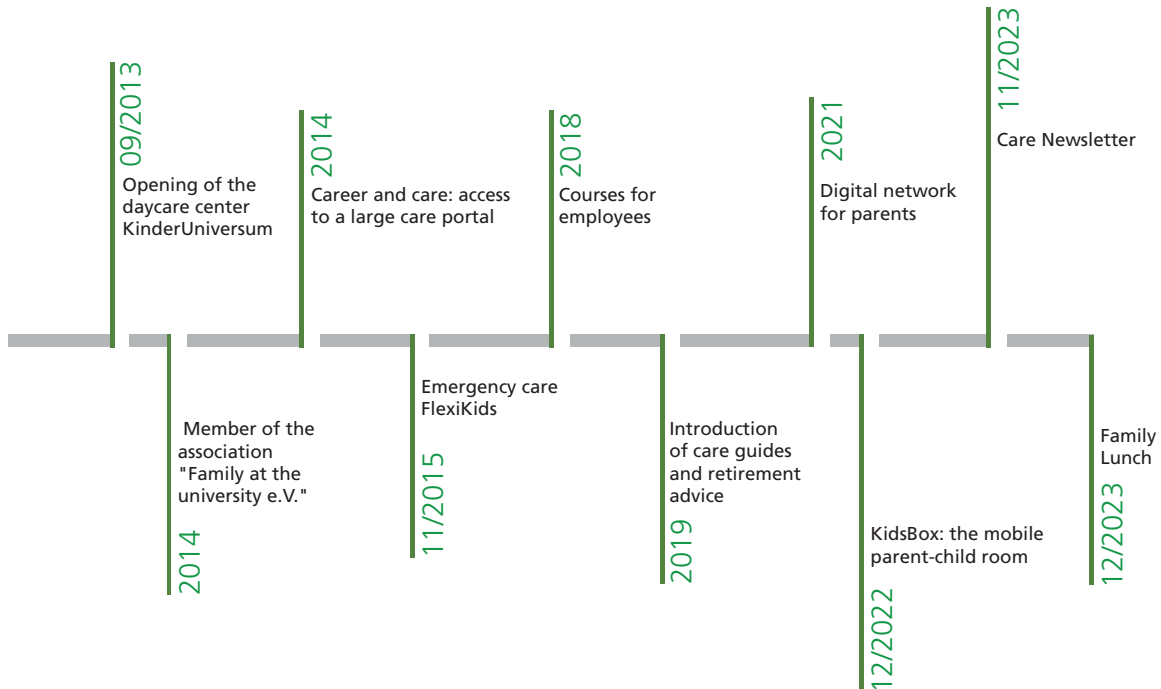
Services for Families



## Our way towards KIT Family+



Here you can get an overview of the wide range of family support services at KIT.



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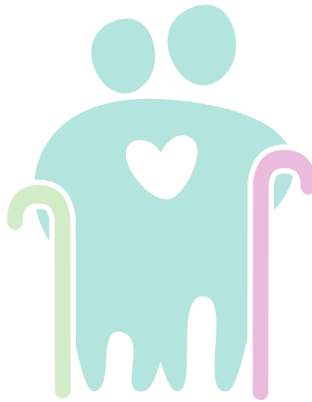
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#### Overview of Contact Persons







## Preface

As “The Research University in the Helmholtz Association,” the Karlsruhe Institute of Technology (KIT) fully exploits the synergy potential created by combining the tasks of national large-scale research and those of a state university, and delivers outstanding performance in its core tasks of research, teaching, and innovation. Against this background, it is particularly significant that KIT, as one of the largest employers in the region of Karlsruhe, is also committed to promoting a healthy work-life balance.

Creating family-friendly working and study conditions is an important goal of the KIT. With this in mind, a wide range of benefits for employees and students have been developed and sustainably secured.

This brochure contains general information and provides an overview of the various offers at KIT.

All information can also be found on the website [www.peba.kit.edu/familienbetreuung](http://www.peba.kit.edu/familienbetreuung).



# 1

## Starting a Family

### Pregnancy Compensation Pool

Any disadvantages for the organizational units are to be offset by the compensation pool.

Funds from the compensation pool can be applied for in the following cases:

#### 1. Women Officers

Unlike employees, civil service workers are not entitled to maternity leave paid by their health insurance fund. For this reason, civil service workers must continue to work during their maternity leave and cannot be replaced. However, this often affects academic operations. In such cases, the organizational unit can submit a request for a replacement through the compensation pool.

#### 2. Laboratory Activities

If a pregnant woman is working in the laboratory, depending on the risk assessment, work there must be stopped as soon as the pregnancy is announced and the pregnant employee will be assigned other tasks. A replacement can be applied for via the compensation pool for the part of the lost laboratory work until maternity leave is taken.

#### 3. Scientists and Academics

who, under the German Academic Fixed-Term Contract Act (Wissenschaftszeitvertragsgesetz), are entitled to add the periods of maternity leave and parental leave to their existing contracts and thus return to work after parental leave, can also be financed from the compensation pool. This relieves the burden on the organizational unit, as the funds for the staff were usually raised for a limited period.





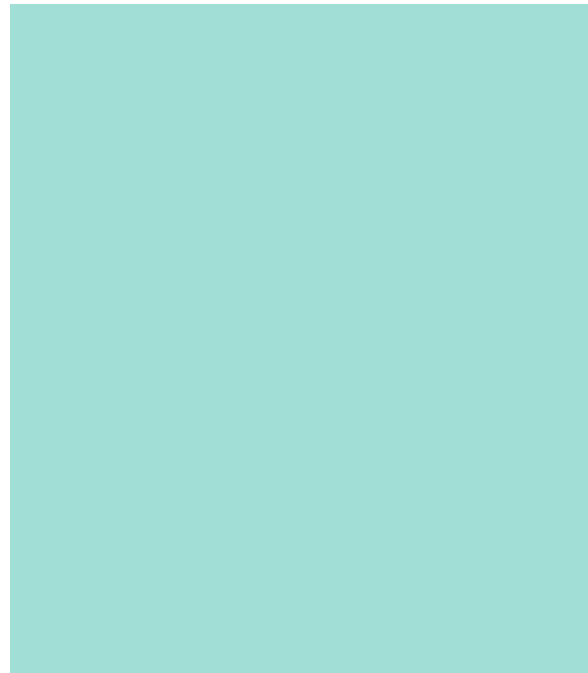


# 1

## Guidance Program for Parental Leave

The family adventure begins and we would like to accompany you. The Family Support's parental leave program offers you support in all matters relating to becoming a parent. It is an offer to promote and realize the compatibility of career and family within the framework of equal opportunities at the Karlsruhe Institute of Technology.

Practical questions such as "What applications do I need to prepare?" "What about parental allowance?", "When do I come back?", "How do I take parental leave as a dad-to-be?", "How does child allowance work?" etc.



## Information Sessions for Expectant Parents



Expectant parents have a lot of questions. Answers and information are given in the brochures “Mutterschutzgesetz” and “Elterngeld und Elternzeit” issued by the Federal Ministry for Family Affairs, Senior Citizens, Women, and Youth (in German only). Regulations applicable to employees under collective agreements are also summarized in the brochure “Beruf und Familie” (job and family) of KIT’s Human Resources Business Unit (PSE) (in German only).

The Human Resources Development Unit wishes to provide assistance during this period. We will be pleased to give personal advice. Just call us.

The contact persons are listed at the end of the brochure

# 1

## Timeline Pregnancy Maternity Protection and Parental Leave

### Prior to Birth

#### Notification of pregnancy

Inform your line supervisor(s) and the Human Resources Business Unit (PSE) of the expected date of birth.

Arrange an information meeting with the Human Resources Development and Vocational Training Business Unit (PEBA).

Planning the remaining time until maternity leave (remaining work, handover, vacation, etc.).

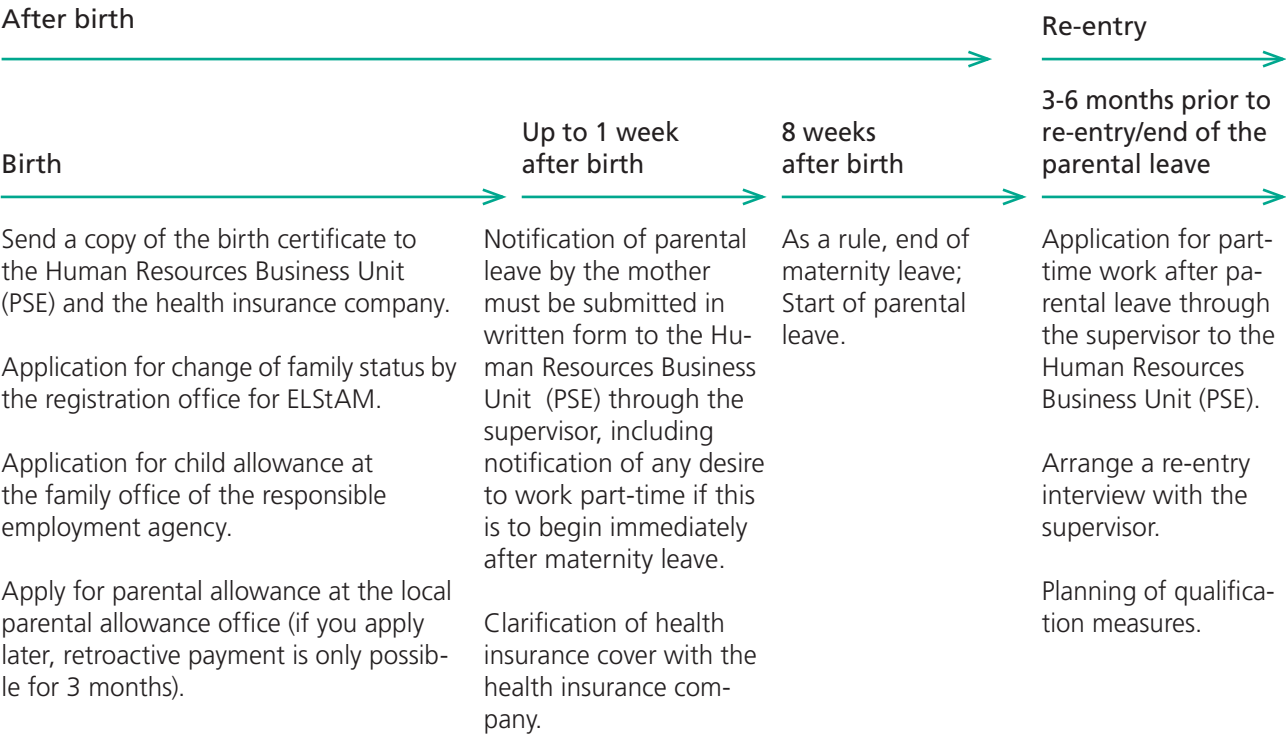
#### 7 weeks prior to birth

Expectant fathers: Notification of parental leave via supervisor(s) to the Human Resources Business Unit (PSE) if it is to begin directly after the birth; if necessary, with indication of the part-time wish during parental leave to Human Resources Business Unit (PSE).

Apply for maternity allowance from your health insurance provider, submitting a medical certificate stating the expected date of birth (issued no earlier than seven weeks before the expected date of birth). Notify Human Resources Business Unit (PSE) of any changes.

#### 6 weeks prior to birth

Start of maternity leave.



1



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## Responsible offices

### **Information and Advice**

Services for Families (PEBA)

Human Resources Business Unit (PSE), the contact person responsible for you

### **Notification of Pregnancy**

Supervisors in the organizational unit and Human Resources Business Unit (PSE)

### **Maternity Protection Periods / Maternity Allowance**

Health insurance companies and the Human Resources Business Unit (PSE) for changes

### **Protective Provisions**

Human Resources Business Unit (PSE), the contact person responsible for you

Safety and Environment Business Unit, company's physician, the responsible radiation protection officer

### **Parental Leave**

Human Resources Business Unit (PSE), the contact person responsible for you

### **Parental Allowance**

L-Bank Karlsruhe (for Baden-Württemberg)

### **Child Allowance**

Family Fund of Federal Employment Agency

# 2

## Childcare

### Childcare Offered by the KIT

#### Daycare Centers

These include childcare places in three company daycare centers: Kita nanos!, Kita KinderUniversum and Kita Schloss-Geister. This means that KIT employees have access to daycare places for children from the age of 3 months until they start school.

##### Kita KinderUniversum

Karl-Wilhelm-Straße 1  
76131 Karlsruhe

##### Kita nanos!

Hermann-von-Helmholtz-Platz 1  
76344 Eggenstein-Leopoldshafen

##### Kita Schloss-Geister

Wolfartsweierer Straße 5a  
76131 Karlsruhe

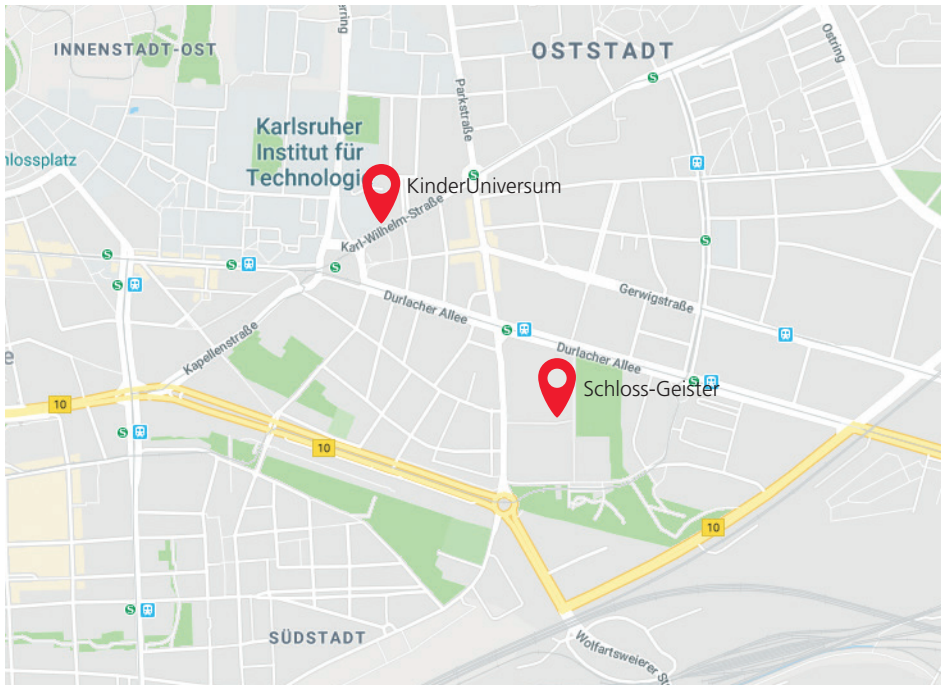
#### Holiday Care for School Kids

For school-age children (from 6 to 14 years) of all KIT employees and students, the Equal Opportunities Office organizes year-round childcare services during all school holidays in the state of Baden-Württemberg.

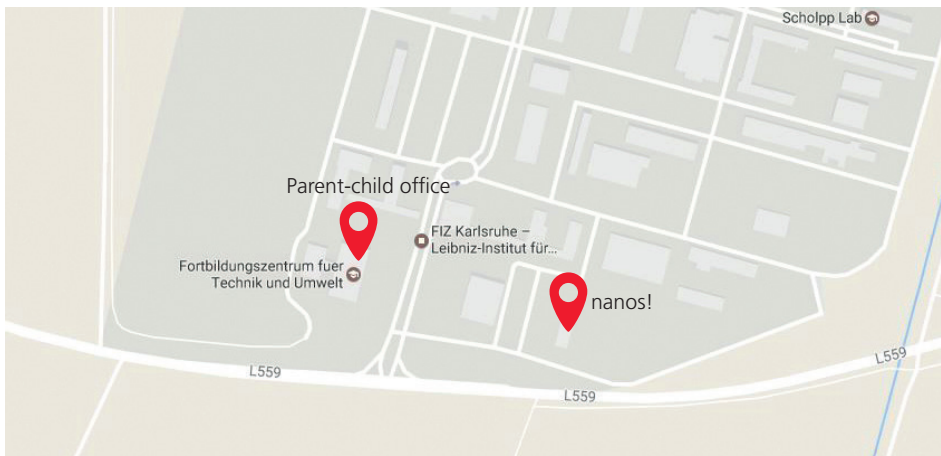
Further information can be found at: [www.ferienbetreuung.kit.edu](http://www.ferienbetreuung.kit.edu).



## Campus South



## Campus North



# 2

## Kita KinderUniversum

The KinderUniversum daycare center is located on the Campus Süd campus in Karl-Wilhelm-Straße 1 in Karlsruhe. KinderUniversum is operated by educcare GmbH, a state-approved youth welfare organization.

The daycare center offers a total of 115 childcare places. Of these, 65 are nursery places for children aged 3 months to 3 years and 50 are kindergarten places for children aged 3 years to school age.

The educational focus of the daycare center is on science and technology as well as movement and sport. The KinderUniversum also offers a bilingual program with English-speaking native speakers.

The very flexible childcare concept offers parents the opportunity to bring their child to the KinderUniversum for between 25 and 45 hours per week.



### Opening Hours

The opening hours of the KinderUniversum are Monday to Friday from 7:00 hrs to 19:00 hrs. The five closing days are mainly between Christmas and New Year.

## Kita nanos!

The nanos! daycare center is located near the entrance to the Hermann-von-Helmholtz-Platz 1 in Eggenstein-Leopoldshafen. It is jointly operated by the KIT, the European Commission, the Joint Research Center (JRC), and the Nuclear waste disposal in Karlsruhe GmbH (KTE). Educare GmbH acts as the operator of this facility.

The daycare center offers places for children aged 3 months to 6 years. The educational focus of the daycare center is on science and technology as well as movement and sports. Nanos! also offers a bilingual program with native English speakers and captivates with its huge outdoor area.



### Opening Hours

The nanos! daycare center is currently open during the KIT working days from 7:30 hrs to 17:30 hrs. The nine closing days are between Christmas and New Year's Eve, as well as on individual days spread throughout the year.



## Registration

The corresponding service agreement specifies which groups of people can register for a place at the daycare center. In each case, the prerequisite is that the employment contract with the KIT is still valid for at least three months:

The following may apply for a daycare place:

- Employees under collective agreements / non-tariff employees
- Civil office workers
- Full-time professors
- Trainees
- KIT doctoral candidates who have been accepted for a doctorate at a faculty of the KIT university area and are primarily working on their doctorate at KIT.

If you would like to register your child for a childcare place, please send a completed registration form to Human Resources Development and Vocational Training (PEBA), Services for Families, email: [familienbetreuung@peba.kit.edu](mailto:familienbetreuung@peba.kit.edu). A number of places are reserved for visiting scientists and the executive Board if required.



# 2

## Kita Schloss-Geister

The Schloss-Geister daycare center is located in the immediate surroundings of the Gottesauer Castle in Wolfartsweierer Straße 5a in Karlsruhe.

The facility is operated by the netzwerk mensch GmbH. The 10 childcare places are primarily allocated to newly appointed professors, special research areas, and junior research group leaders.

### Opening Hours

The regular opening hours of the Schloss-Geister daycare center are Monday to Friday from 7:00 hrs to 18:00 hrs. The daycare center is closed between Christmas and New Year, and there are also 5 individual closing days.







© Kita Schlossgeister | Jörg Schmalenberger

## Holiday Care for School Kids

„A matter dear to our heart“

On behalf of KiBU e.V., the school childcare team organizes and runs extracurricular educational activities for schoolchildren (primarily aged 6 to 14) throughout the year during the school holidays in the state of Baden-Württemberg. This is another contribution by the KIT to helping people balance work and family life.

Detailed information is available on the  
website

**[www.ferienbetreuung.kit.edu](http://www.ferienbetreuung.kit.edu)**



Foto: Ralph Pawlowski



Exclusive space for  
all children of the KIT  
employees and students



Age-appropriate  
program content

Educationally  
balanced,  
imaginatively designed,  
creative, and varied  
theme weeks



Work-friendly  
opening hours,  
daily from  
7:00 a.m. to 5:00 p.m.

Implementation of pro-  
gram content adapted  
to children and leisure  
activities

# 3

## Bridging the Gaps in Childcare

In everyday life, short-term childcare emergencies can quickly arise: the babysitter or school teacher calls in sick, the kindergarten is closed, or you don't have anyone to look after your children. We therefore offer the following services to help you deal with emergency situations in a relaxed way:




FlexiKids



Parent-child Office



KidsBox



Nursing and Diaper  
Changing

## FlexiKids at KinderUniversum

In order to better support all our employees and students in balancing work, study, and family life, we have developed the FlexiKids program, which provides emergency childcare for parents when they are unable to arrange childcare. Emergency childcare is provided at our Kinder-Universum daycare center at Karl-Wilhelm-Str. 1, 76131 Karlsruhe, and can be booked Monday through Friday from 7:00 hrs to 19:00 hrs. A total of five emergency childcare places are available for children aged 6 months to 12 years, which can generally be used for a maximum of three consecutive days. Please bring the following items with you for emergency childcare: a change of clothes, your child's favorite toy, and diapers/baby food if necessary.

FlexiKids can also be booked for childcare at events.



© drubig-photo | fotolia

### When can FlexiKids be used?

FlexiKids can be used by our employees, doctoral researchers, and students of KIT in case of:

- operational emergencies,
- absence of regular childcare,
- short-term business trips,
- events at KIT



# 3

## FlexiKids Registration

Our FlexiKids service is available to employees, PhD students, students, and KIT cooperation partners for short-term and flexible emergency childcare. To do so, please send the completed registration form to Personnel Development and Professional Training by email to **familienbetreuung@peba.kit.edu** by 10:00 a.m. on the day before. In urgent cases on the same day, please contact KinderUniversum directly at 0721 96142466.

If you as an organizational unit would like to book childcare for an event via FlexiKids, we need your registration at least 4 weeks before the start of the event.

The relevant registration forms and prices can be found on our homepage under Familienbetreuung (Family Care), FlexiKids.

### Free one hour introduction "FlexiKids"

Interested parents can book a trial lesson at FlexiKids.

A maximum of 2 children can take part at separate times per trial lesson day.

Registration takes place directly via the KinderUniversum, telephone: 0721 96142466.

# KidsBox

The mobile children's room at the workplace

The KidsBox is a mobile nursery for babies and children up to primary school age. The KidsBox gives parents the opportunity to take their children to work with them in exceptional circumstances. This allows work commitments and family care responsibilities to be coordinated in a practical way..

## The KidsBox contains:

- A portable bed that can be used as a playpen,
- a sleeping mat and fold-out mattress,
- table and stool,
- various toys,
- painting surface and painting materials,
- Books, and much more...

If you have any questions about the KidsBox and the different versions, please do not hesitate to contact us.



# 3

## Parent-child Office

The parent-child office on Campus North is designed to make it easier for employees to balance work and family life. The parent-child office offers a place to work and childcare facilities. The parent-child office is available to all KIT employees with children who need care for short-term emergencies. A changing table and cot are available. There are toys for children of different ages and a play castle with a cozy corner.

## Registration Information

EParents can register by telephone if required. The contact person for registration and use (key handover, rules of use) can be found at the end of the brochure.

The Parent-Child Office is located in FTU Building 101. It is close to the nanos! daycare center, outside the KIT campus.



## Nursing and Diaper Changing:

Both the South Campus and North Campus have diaper changing and breastfeeding facilities so that you can take care of your child close to your workplace.



Further information can be found here:



A decorative graphic consisting of two overlapping green circles. The larger circle is in the background, and a smaller circle is in the foreground, partially overlapping it. The number '4' is centered within the smaller circle.

# 4

## Services for Employees

### Workshops and Courses

Our workshops and courses are designed to provide the best possible support for employees in different stages of life. Thanks to the online formats, we can now also reach our remote branches. This saves long journeys and the struggle to find parking spaces.

#### Workshop "Family Adventure"

We offer the popular "Family Adventure" workshop in person or online, depending on your needs. It helps parents-to-be prepare for the exciting new chapter in their lives with a new family member. We talk about the ups and downs of the first few weeks and months and explore new roles. We discuss unfamiliar feelings and overlooked needs, stress factors, and how to make a successful family plan.

#### Online Yogilates Course for women going through hormonal changes

Yogilates, a combination of Yoga and Pilates, helps to support hormonal balance, reduce stress, and increase overall well-being. Yoga and Pilates can be particularly beneficial during pregnancy. A stable pelvic floor is essential for well-being during and after pregnancy, as well as during periods of hormonal change.





## Online Workshop "Ways to more serenity"

In the hectic everyday life between work, family, home office, childcare, and/or caregiving, it is often difficult to maintain balance. Mindfulness helps to manage stress better and let yourself be carried away by positive thoughts. In this workshop, you will learn the basics and some mindfulness exercises that will help you live more consciously and that you can incorporate directly into your daily routine.

The workshop is designed for KIT employees and is free of charge. No prior knowledge is required.

## Online Course "The Short Break"

The "Short Break" course, consists of five sessions, offers you the opportunity to take an hour out of your everyday life and use exercises to relieve stress, anxiety, and worry. The course consists of purely practical mindfulness exercises. These include various methods such as mindfulness exercises, meditation, physical exercises, and much more.

The workshop is designed for KIT employees and is free of charge..



## Mindfulness Coaching

We offer mindfulness coaching to employees with children or family members requiring care. It shows ways out of the stress spiral, helps identify energy-sapping thoughts and behavior patterns, and teaches how to integrate mindfulness into everyday life.

## Online Course "Progressive muscle relaxation (PME) in the lunch break"

PME is a relaxation technique that involves deliberately tensing and relaxing certain muscle groups, which can lead to a state of deep relaxation in the body.

The current dates will be announced via the PEBA event calendar.



## Family Lunch

The Family Lunch is an ideal opportunity for all working parents and family members requiring care to get together during their lunch break. In a relaxed and informal atmosphere, you will have the opportunity to engage in open dialogue with us and with each other. The Family Lunch will take place approximately once every quarter, alternating between the South Campus and North Campus.



You can find dates and other offers at: [www.peba.kit.edu](http://www.peba.kit.edu) or write to us at: **familienbetreuung@peba.kit.edu**.



# 4

## Consultation Appointments and Presentations of Pensions and Retirement Planning

In cooperation with the German Pension Insurance Fund, PEBA offers consultation days at the KIT that you can use to discuss your private pension issues. The consultations are conducted by a representative of the German Pension Insurance Fund Baden-Württemberg. The offer is open to all KIT employees.

### 1. Individual Consultation Appointments – State Pension

These pension consultations are particularly suitable for younger employees who want to clarify their account status, have specific questions about state pensions, and for those approaching retirement age (from around 50 years of age).

You are welcome to add your name on a waiting list.  
To do this, please send an email to: **[rentenberatung@peba.kit.edu](mailto:rentenberatung@peba.kit.edu)**

## **2. Individual Consultation Appointments - Pension Provision (PROSA)**

These pension consultations are ideal for questions about retirement provision. During the 1.5-hour appointment, a consultant from the German Pension Insurance Fund will analyze your personal retirement provision situation (state and private) and advise you accordingly. The consultations are free of charge, provider-neutral, and independent.

You are welcome to add your name on a waiting list. To do this, please send an email with the subject "PROSA" to: [rentenberatung@peba.kit.edu](mailto:rentenberatung@peba.kit.edu).

## **3. Individual Consultation Appointments - VBL - Supplementary Insurance**

PEBA also offers regular consultation appointments on VBL supplementary insurance. You can also contact VBL directly. For more information, please visit: [www.peba.kit.edu/rente](http://www.peba.kit.edu/rente)

To register, please send an email to [rentenberatung@peba.kit.edu](mailto:rentenberatung@peba.kit.edu) with the subject line "VBL consultation".

## **4. Presentation Series on Retirement Provision**

Current dates for the presentation series on pensions and VBL supplementary insurance.

The current dates will be announced via the PEBA event calendar.



# 5

## Job and Care

### Relatives in Need of Care

For us, work-life balance means not only supporting the work-life balance of employees with children, but also the work-life balance of employees who have relatives in need of care. Against the backdrop of demographic change, this will become an increasingly important issue in the coming years, including for the KIT.

Since more than two-thirds of people requiring care are looked after by relatives at home, which places an enormous double burden on those in working life, it is our responsibility as an employer to support our workforce in this area as much as possible. Employees can find details of what we offer at intranet under Human Resources Development Business Unit (PEBA), Familienbetreuung (Services for Families).



## Services in the Event of a Family Member Needing Care

Having a family member who requires care is always a heavy burden—especially for working people. That is why we would like to offer you a service that provides expert support on the topic of caring for seniors and relatives in need of assistance. We work together with the German Caregivers' Association to provide this service.

The following modules are available to KIT employees:



Care Guide



Info Material



Newsletter



Online Portal



Free Service  
Hotline



Presentations



# 5

## Care Guide – your first point of contact

The qualified care guides at PEBA Services for Families are happy to assist you with any questions you may have about work and care.

They can provide you with information about the legal and internal options for balancing work and care, as well as the procedures and contact persons at the KIT. The care guides are also happy to provide an overview of the most important steps to take in the event of a care situation and the external support network.

Of course, all inquiries will be treated confidentially.

## Information Material

You will receive addresses of the relevant contact points, useful links and brochures from your care guide. You can also find the flyer from our cooperation partner "Deutscher Pflegering", news from the care sector and other information on our website:

[www.peba.kit.edu/beruf-und-pflege](http://www.peba.kit.edu/beruf-und-pflege)



## Online-Portal

The online portal provides extensive information, tips and checklists on all aspects of care as well as a directory of more than 25,000 care providers nationwide, making it easier to find and select suitable providers at

[www.pflegering.de](http://www.pflegering.de)

You can obtain the access data from Services for Families (PEBA), the contact person can be found at the end of the brochure.

## Free Service Hotline

Independent care experts advise you on all aspects of care and are available to provide tips from their daily practice.

You can reach the nationwide hotline at local rates Monday through Friday from 9:00 a.m. to 6:00 p.m.

## Newsletter and Presentations

If you don't want to miss any future care information from PEBA Family Care, you are welcome to subscribe to our newsletter. We also offer interesting lectures and events that you can book via the PEBA events calendar.



## Overview of Contact Persons



You can also reach us at:  
[familienbetreuung@peba.kit.edu](mailto:familienbetreuung@peba.kit.edu)

## Starting a Family

Antje Wiggerhauser  
Phone: (0721) 608-45685  
Email: [antje.wiggerhauser@kit.edu](mailto:antje.wiggerhauser@kit.edu)

Andreas Schmitt  
Phone.: (0721) 608-45404  
Email: [andreas.schmitt@kit.edu](mailto:andreas.schmitt@kit.edu)



## Childcare

Daycare KinderUniversum  
Karolina Biskup  
Phone: (0721) 608-48049  
Email: [karolina.biskup@kit.edu](mailto:karolina.biskup@kit.edu)

Alina Hill  
Phone: (0721) 608-25830 o. 42252  
Email: [alina.hill@kit.edu](mailto:alina.hill@kit.edu)

Daycare Schloss-Geister  
Tina Knopf  
Phone: (0721) 608-25088  
Email: [tina.knopf@kit.edu](mailto:tina.knopf@kit.edu)

Daycare nanos!  
Andreas Schmitt  
Phone: (0721) 608-45404  
Email: [andreas.schmitt@kit.edu](mailto:andreas.schmitt@kit.edu)

School childcare  
Ralph Pawlowski  
Phone: (0721) 608-45176  
Email: [ralph.pawlowski@kit.edu](mailto:ralph.pawlowski@kit.edu)



## Emergency Care

### FlexiKids KinderUniversum

Tina Knopf  
Phone: (0721) 608-25088  
Email: tina.knopf@kit.edu

### Parent-child office

FTU  
Sekretariat  
Phone: (0721) 608 -24801  
Email: info@ftu.kit.edu

### KidsBox

Alina Hill  
Phone: (0721) 608-25830 o. 42252  
Email: alina.hill@kit.edu

## Services for Employees

### Workshops & Courses

Tina Knopf  
Phone: (0721) 608-25088  
Email: tina.knopf@kit.edu

### Pension advice

Nadja Hafendörfer  
Phone: (0721) 608-44396  
Email: nadja.hafendoerfer@kit.edu

## Job and Care

Antje Wiggerhauser  
Phone: (0721) 608-45685  
Email: antje.wiggerhauser@kit.edu

Nadja Hafendörfer  
Phone: (0721) 608-44396  
Email: nadja.hafendoerfer@kit.edu

## Equal Opportunities

Sarah Wenz  
Phone.: (0721) 608-44705  
Email: sarah.wenz@kit.edu

Further information on family support at the KIT can be found at:  
[www.peba.kit.edu/familienbetreuung](http://www.peba.kit.edu/familienbetreuung)  
[www.familienportal.kit.edu](http://www.familienportal.kit.edu)

## **Contact**

Karlsruhe Institute of Technology (KIT)  
Personnel Development and Professional Training (PEBA)  
Vincenz-Prießnitz-Straße 1  
76131 Karlsruhe  
[www.peba.kit.edu](http://www.peba.kit.edu)

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## **Publisher**

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