

Work-life balance and support for the families – policies, measures and best practices

University: Heidelberg University

Work-life balance policy, measures/tools	Description
<p>Organisational support (e.g. family friendly hours of formal meetings, flexible working arrangements, friendly time-schedules, reduction of teaching and administrative duties, support to research projects/administrative duties)</p>	<ul style="list-style-type: none"> - Flexible working arrangements: Heidelberg University meets the needs of its employees with flexible working time regulations through flexi time, the possibility of teleworking or part-time employment and thus makes it easier to combine work and family life. (see Link) - Sabbaticals: for all employees; part of our new action programme audit Familiengerechte Hochschule/workandfamily (see below “Other”) - Family-friendly vacation planning: for employees with school-age and kindergarten children; part of our new action programme audit Familiengerechte Hochschule/workandfamily (see below “Other”) - Support to research projects/administrative duties: student and research assistants (Definition §57 Landeshochschulgesetz LHG: Scientific and student assistants carry out auxiliary activities for research and teaching and support students in tutorials.) (see Link)
<p>Infrastructure (e.g. nursery, kindergarten, co-working space work'n'kid, day-care points, accommodation for family members in dormitory)</p>	<ul style="list-style-type: none"> - Crèche: offers childcare for children between two months and three years of age. One crèche is located in the “Neuenheimer Feld” INF 685 and the other is located in Humboldtstr. 17 (a total of 50 places). (see Link) - Daycare Centre: The Daycare Centre of Heidelberg University offers all year-round full-day care for children between 3 and 6 years of age. One crèche is located in the “Neuenheimer Feld” INF 159 and the other is located in Humboldtstr. 17 (a total of 37 places). (see Link) - KidsClub: In the KidsClub of the University, the children of scientists who come for a stay at the University of Heidelberg. F - The KidsClub offers hourly care for children between one and six years (a total of 9 places). (see Link) - The Backup-Service: The university’s Backup-Service provides flexible emergency care in urgent and unforeseeable situations, e.g. unavailability of regular care or absence of the parents for professional reasons. Children up to six years can be admitted to the KidsClub (INF 370). (see Link) - Congress Childcare: The University and its departments regularly invite scholars from other national or foreign universities to congresses and symposia. For guests who bring along their children

	<p>and thus need a dependable and individually adapted childcare, Heidelberg University offers Congress Childcare. (see Link)</p> <ul style="list-style-type: none"> - Holiday Childcare: The university provides employees with a vacation care allowance. It cooperates with two major vacation care providers. There is also a university vacation program (see Link) - KidsBox: The KidsBox is a rollable closet that, when unfolded, creates an area for children to play in or for parents to change or care for. The KidsBox can be used free of charge for childcare during university events such as conferences, seminars or celebrations, but can also be used for a longer period of time as part of a parent-child study. Two KidsBoxes are available. (see Link) - Schools: Heidelberg University has a cooperation agreement with Heidelberg International School, which provides reduced tuition fees for University employees. - Daycare/Babysitting: Information and contact details for day carers and babysitters are available on the homepage - Studying with Children: Heidelberg University, the Studierendenwerk, the local authorities and the State of Baden-Württemberg offer a wide range of services and measures to support student parents. Services and measures from Heidelberg University: Consultation, The Backup-Service (see above), Mensa for Kids, Family apartments in the student residences (see Link) - parent-child rooms - nursing and diaper changing rooms - Concierge-Service: We research, negotiate and organise help around the house or garden. For example the following services can be provided: Transaction of administrative procedures, official business and other errands, Shopping service, Clearing out and household liquidation, Window cleaning. The Concierge-Service is available to all members of the university as well as to members of affiliated institutions, including scientific and non-scientific members. (see Link) - Dual Career Service: The Dual Career Service provides extensive information and counseling to support the partners and families of newly-hired professors and postdoctoral researchers at Heidelberg University. The Dual Career Service offers e.g.: information about employment opportunities at Heidelberg University and with other employers in the region, career and job application coaching and help and support during the application process. (see Link)
<p>Financial support (e.g. allowances for family members, subsidies/co-</p>	<ul style="list-style-type: none"> - Verfügungsfonds/Individual funding

<p>financing of recreation/holidays for family members, subsidies/co-financing of child care, care for elderly or disabled family members, scientific internships and visits - covering/co-financing the stay for family members)</p>	<ul style="list-style-type: none"> - Holiday Childcare: The university provides employees with a vacation care allowance. - all childcare places for university members in the crèche and kindergarten are subsidized by the university - Clearing Service "Academia and Family": In line with its commitment to support the compatibility of career and parenthood, Heidelberg University has established the Clearing Service "Academia and Family" to support female researchers. If a family is expecting a child, the Clearing Service offers the parent who will be taking care of the child, a moderated counselling session with their head of department / institute or team leader to plan the continuation of their academic career and future cooperation. (see Link)
<p>Taking into account caring responsibilities in the assessment of scientific achievements</p>	<p>WissZeitVG: Employment contracts under the Wissenschaftszeitvertragsgesetz are extended by the time scientists claim parental leave if their contract is not limited in time due to third-party funding and if they do not work part-time in the same employment relationship during the parental leave, and if they agree to the extension.</p> <p>In appointment procedures as well as in all personnel recruitment processes, childcare periods should be explicitly included (audit workandfamily aims agreement)</p>
<p>Grants and competitions for researchers who are young parents</p>	<p>none</p>
<p>Research on the situation/needs of those who have caring obligations</p>	<p>none</p>
<p>Indicators and data collection (e.g. statistics on childcare social allowances for parents and their children – by sex, numbers of staff by sex applying for/taking different kinds of childcare leave, for how long and how many returned after taking the leave, number of absence days taken by women and men and according to absence motive, career progression after a break related to childcare)</p>	<p>none</p>
<p>Psychological, legal support</p>	<ul style="list-style-type: none"> - UNIFY - Unit for Family, Diversity and Equality (see Link)
<p>Training and workshops related to work-life balance</p>	<ul style="list-style-type: none"> - internal education program - Workshop: as part of audit Familiengerechte Hochschule (workandfamily): Mentally strong fathers - how to position yourself as a strong man and actively involve yourself in family, care work and raising children: 13.02.2023, 9 am-1 pm

<p>Events for family (e.g. summer camps, picnics, meetings)</p>	<p>none</p>
<p>Information and promotion on work-life balance policy and measures (e.g. publications, campaigns, compilation of information on parenthood and work-life balance, compilation of good practices)</p>	<ul style="list-style-type: none"> - Welcome Day for newly recruited colleagues - Podcast “Diversity Spotlights”: „Parenthood as a discriminatory feature?” The Diversity Team's podcast "Diversity Spotlights" addresses the different characteristics of diversity. In the sixth episode, the University's Equal Opportunity Officer, Professor Christiane Schwierien, talks to Sandra Runge about parental rights and compatibility. (see Link) - Newsletter “Family in focus” - New UNIFY (Unit for Family, Diversity and Equality)-Website: UNIFY's website with the Compatibility pillar is moving to a new design and will provide comprehensive information in a user-friendly manner.
<p>Establishing office, appointing person(s) in charge of work-life balance and support for the families</p>	<ul style="list-style-type: none"> - UNIFY - Unit for Family, Diversity and Equality (see Link) - Equal Opportunities Commissioner (see Link)
<p>Other</p>	<ul style="list-style-type: none"> - AUDIT Familiengerechte Hochschule (workandfamily) (2010-2026): Heidelberg University has once again been recognized as a "family-friendly university" in an auditing process. This is the fourth time it has successfully applied for this certificate from "berufundfamilie". It is awarded to universities that gear their human resources policies and the design of the working environment for employees, scientists, and students to ensuring that the compatibility of family, career, and studies can be guaranteed to the greatest possible extent. - Institutional Strategy within the Excellence Initiative of the federal and state governments - Familie in der Hochschule Charta: In 2018, Heidelberg University has signed the "Familie in der Hochschule" charter, an initiative to promote family orientation in academia. By joining the best-practice club of the same name, it is thus making a voluntary commitment to "strengthen the compatibility of family tasks with studying, teaching, research, and science-supporting activities" and to actively develop existing offerings in this area. - Cooperation with Heidelberg, Bündnis für Familie Heidelberg, das Studierendenwerk, federal and state governments