Becoming a parent!

PRACTICAL INFORMATION ABOUT PARENTAL LEAVE | FACULTY OF SCIENCE
Congratulations on your impending parenthood!

Becoming a parent is a major life event that affects both you and those around you. Focus suddenly shifts to the child as the central concern. Parenthood entails a lot of hard work and a lot of new tasks to take into account. In order to make it a bit easier for you, the Faculty of Science has summarised some of the things you need to think about with regard to parenthood and work.

BEFORE YOU START PARENTAL LEAVE

Give notice of your planned leave as far in advance as possible. This enables both you and your line manager to plan for your absence. The Parental Leave Act states that notice is to be given to the employer at least two months ahead or, if this is not possible, as early as possible. Parental leave can be divided into a maximum of three periods a year.

Apply for parental leave on the leave form, which can be found on the website. It is up to you to contact Försäkringskassan to manage your parental benefit.

Tell your manager what contact you want to have with work while on parental leave. Some people want to have close contact with their workplace and keep themselves up-to-date through visits, attending meetings and receiving group emails. Others don’t. Both standpoints are perfectly OK. Discuss with your manager what contact you are going to have during your parental leave!

If you are pregnant and have a physically demanding job, or a job that entails risks in the work environment, you have the right under the Parental Leave Act to be transferred to other duties if the employer is able to offer them. Your salary and benefits will remain unchanged. If it is not possible to be transferred to other duties, you can apply for pregnancy benefit from Försäkringskassan.

DURING PARENTAL LEAVE

When the child is born or adopted, the other parent has the right to 10 days’ leave. You can apply for this leave in Primula Web under ‘Leave of absence’.

As an employee of Lund University, you have the benefit of a parental allowance supplement. Put simply, the parental allowance supplement is 10 per cent of your salary for those days you receive parental benefit at the minimum level or higher from Försäkringskassan. In order for your parental allowance supplements to be paid out, you need to send copies of your payment slips from Försäkringskassan to your salary officer. These slips are to be sent in on an ongoing basis during your parental leave.

The days that you receive parental benefit at the minimum level or higher qualify you for annual leave. Your holiday is therefore also dependent on you sending in the payment slips from Försäkringskassan. Contact your salary officer for advice and help on how to take out annual leave in conjunction with parental leave.
If you want to break off your parental leave after starting, your employer is under no obligation to let you return to work sooner than a month after you notify the employer of your intention to return. You therefore need to inform your manager as early as possible if you want to return to work and what date.

**AFTER YOUR RETURN TO WORK (FULL- OR PART-TIME)**

When you return to work after parental leave, you can do so full-time or take part-time leave. Under the Parental Leave Act, you have the right to work reduced hours until your child’s eighth birthday. As an employee of Lund University, you also have the right to reduced working hours until your child’s twelfth birthday.

In order to make it easier to combine work and parenthood, the Faculty of Science has the following meeting policy in its Action plan for gender equality, equal opportunities and diversity: “The faculty’s policy is that meetings should not start before 8:30 or finish later than 16:30”.

**OTHER USEFUL THINGS TO KNOW**

**Extension of employment contract for certain staff categories**

*Doctoral students*

An extension on the grounds of parental leave is granted in accordance with the applicable guidelines at Lund University. The doctoral student must submit documentation to the HR administrator for the extension requested.

*Postdoctoral fellows*

An extension on the grounds of parental leave is granted by the number of calendar days of the period of leave, which are added to the end of the period of employment. Rules on postdoctoral fellowships and extensions can be found in the specific collective agreement, section 2.

**CARE OF AN ILL CHILD**

When your child is ill and you need to take time off work, you must notify Försäkringskassan in order to claim temporary parental benefit. Inform your line manager that you will not be at work and register your absence in Primula Web when you return to work.

**MORE INFORMATION**

[LU Staff Pages]

[Action Plan for Gender Equality, Equal Treatment and Diversity]

[Försäkringskassan]

[Parental Leave Act (1995:584)]

[Primula web]

**QUESTIONS?**

If you have any questions, please contact your HR administrator or the faculty’s Human Resources Office.