We support a work-family balance.

THE UNIKID BROCHURE
A guide for parents and guardians – and everyone who wants to become one
The University of Graz is nearby the same size as a small town. Around 32,500 students and 4,300 staff members make the second largest university in Austria a lively place. They turn in an outstanding performance all year round – whether while studying, working in administration, teaching or researching. However, unexpected family responsibilities can emerge in addition to professional challenges.

In order to support staff and students combining work and/or studying their private life in the best possible way, the University of Graz opened a childcare information centre in 2004. The unikid project has since become an important fixture of the university and continues to increase in size. In 2010, the decision was made to provide support for carers. For four years now, the university work-family balance information centre, unikid & unicare, has been answering questions on how to achieve a work-family balance and providing students and staff with practical help. The University of Graz provides a comprehensive range of services in the field of childcare and family organization, with the information centre working closely together with other institutions. The university provides tips and information as well as the opportunity to share experiences to help find the optimal solutions for individual situations.

The University of Graz has received several awards for its many years of dedication to providing family-friendly services. The university was awarded the 2007 state award for “Most Family-Friendly Enterprise”, the childcare prize for its 2011 summer provisions, the “University and Family Audit” certificate, and was honoured as the most women and family-friendly public enterprise in Styria in 2011. We are determined to continue developing our progressive approach and provisions. After all, work-family balance continues to be of great importance for both society and politics.

Christa Neuper
Rector of the University of Graz

Renate Dworczak
Vice Rector for Human Resources, Human Resource Development and Gender Equality

Preface

Christa Neuper and Renate Dworczak
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Labour law basics, special regulations and help provided by the University of Graz

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unikid & unicare

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Life with a child

You will be confronted with many challenges while responsible for a child or teenager. Although family care means enrichment and diversity for your everyday life it may bring along some difficulties and planning your professional and private life. You have a limited amount of time, you need to provide support over many years and in many different phases of development; you frequently need to react quickly to unforeseen or unforeseeable events, something that challenges your organizational skills and creativity as well as that of your support network.

Whether you are a single parent or have a partner or patchwork family and want to continue studying or working, you have to set priorities. We wanted to create a brochure that would provide you with a guideline and help you to consider different issues and to find (interim) solutions. This guideline provides helpful information and ideas as well as encouraging you to contact the unikid & unicare information centre and showing you which other authorities to contact.

You can just read through the brochure or you can use it as a reference work. We have left space for you to write notes and jot down your thoughts. Furthermore, we prepared the links so that you can click on them directly. We included the search terms for finding the particular websites easily and quickly if you are using the printed version of the this brochure.

We do our best to keep our information brochure up-to-date. If a particular topic is missing or if you find a link which is no longer current before we do, we (and other readers) would appreciate it if you could send us a short message.

Information was last checked in 2017. Whether you are a student or a member of staff at the University of Graz, the University of Music and Performing Arts Graz or Joanneum Research, please contact us directly at the unikid & unicare Information Centre for further information as well as personal and individual advice.

Best wishes,

Julia Spiegl
Head of unikid & unicare – University Work-Family Balance Information Centre, and her Team

Julia Spiegl
First steps – a child is coming

► Think about if and how you can continue to study or work with a child. Think about different possible scenarios. This makes you aware of the different possible courses of action and helps you to adapt your plan if needed.

► To make sure that you have enough time to make decisions, start collecting information early (see the list of links in the chapter titled “Information”).

■ Before maternity leave or parental leave starts, talk to your superior about different options and plans regarding leave and returning to work (see chapter: “Returning to work, re-entering the workforce and working time models”). See also → Leitfaden zu beruflichen Auszeiten on the University of Graz intranet.

■ Show initiative and bring your own ideas and suggestions on how handover, training and return to work etc. could be organized.

■ Think about if you want to stay in contact with your team and how this could be done.

■ Give thought to different work models and discuss the different possibilities.

► Plan and organize childcare and other support options such as flexible childcare and home help in plenty of time (see chapter: “Childcare”).

► Look up conditions of contract (see chapter: “Labour law basics, special regulations and help provided by the University of Graz”).
Personal questions, notes & ideas:

How am I/are we going to divide up household chores and childcare?

Who is part of the child’s network, who can be contacted if needed, in the case of appointments, if you need a break or if the child needs to be taken care of for a short time in the case of illness?

Do not forget the importance of a work-family balance: Start thinking about how you can organize spending time as a family, with your partner, alone and with friends.

Think about your own needs and priorities. Which tasks can you spend less time on, delegate or leave out?

Which networking opportunities do you like best Which will you make use of? (Parent-child groups, breastfeeding groups, play groups... you can find an overview of the different options in Graz in the chapter “Information... for parents and guardians”)

Which of the University of Graz support options do you find helpful, which will you make use of?
Pregnancy – maternity protection leave – birth

► Research financial support options (see chapter: “Information... on money, finances and taxes”).
  ■ Claim maintenance if necessary
  ■ Maternity allowance (maternity protection leave)
  ■ Family allowances
  ■ Childcare allowance (maternity leave)
  ■ Other financial support options
  ■ Child benefits
  ■ Large family allowance
  ■ Single earners and/or single parents tax credit
  ■ Tax credit for maintenance payments
  ■ Child tax credit
  ■ Remember to check how much you are allowed to earn in addition!

► unikid & unicare is here to support you in all these matters and to give you information on the different provisions and options (see chapter: “unikid & unicare”).

► Pregnancy notification should be given immediately. Normally (also for medical reasons) you wait until the 12th week of pregnancy. Dismissal protection is then in place.

→ stmk.arbeiterkammer.at search Ich bekomme ein Kind

► The employer must be provided with an official written notification of the pregnancy. It may be necessary to provide confirmation of the pregnancy from a doctor.

→ stmk.arbeiterkammer.at search Bekanntgabe der Schwangerschaft

→ help.gv.at search Geburt eines Kindes

► Maternity protection leave usually begins eight weeks before the planned date of birth. In the case of multiple births it begins 12 weeks before the planned date of birth.

► During this period of maternity protection, the mother is entitled to maternity allowance, which will be paid by the health insurance company. Maternity allowance is calculated using the average net income received in the three months before the start of maternity protection leave.

→ help.gv.at search Wochengeld

► Four weeks before the start of maternity protection, the employee must remind their employer of the date as of which they will no longer be permitted to work.
Personal questions, notes & ideas:

When does maternity protection leave start?

What work am I doing at the moment and who should/can take over these tasks?

How can the handover of these tasks be made as smooth as possible?

When do I want to come back to work? How many hours am I currently considering working?

How will my partner and I divide up the childcare? How many hours do we need to work? Which options can we take advantage of?
You don’t have to be pregnant

Adoption and guardianship of non-biological children

► You will usually have several months to organize work up until the beginning of maternity protection leave and to organize cover during maternity protection leave.

► Prepare for and organize a talk with your superior. See also:

→ Leitfaden zu beruflichen Auszeiten on the University of Graz intranet

► Before the start of maternity protection leave, it is helpful to consider the research unit or organizational unit, to inform cooperation partners and project partners as well as to give support to your maternity cover.

► Fixed-term employment contracts continue until the beginning of maternity protection leave, with the exception of maternity cover.

► Early parental leave for fathers (“Papamonat”) at the University of Graz (see chapter: “Labour law basics, special regulations and help provided by the University of Graz”).
Parental leave and childcare allowance

You can gain parental custody of a non-biological child through adoption, fostering or if parental custody is transferred to you due to the death of a parent holding parental custody. In the last case, a family court decides who will receive parental custody (such as the other parent, grandparents, foster parents, siblings who are already of age).

► Find information on adoption, fostering or receiving of parental custody
  → help.gv.at search Obsorge
  → help.gv.at search Adoption

► Inform your superior about adoption, fostering or if you will receive parental custody as soon as possible. Arrange when parental leave will start and how long it will last.

► Adoptive parents and foster parents are entitled to parental leave if the child is under two years of age, the child has been put up for adoption and the employee who wishes to take parental leave is living in the same household as the child.

► Your superior must be informed about the start and length of parental leave without delay.

► You will have the same protection against dismissal as biological parents.

► Parental leave is a term from labour law referring to the right to take leave from work in return for not receiving a salary. Parental leave is a legal entitlement, which cannot be refused by the employer.

► The mother or father must inform their employer if they are going to take parental leave. The employer must be notified before the end of maternity protection leave.

► Employees (mothers and fathers) have the right to take parental leave until the child’s second birthday if they are living in the same household as the child. The first part of parental leave usually begins eight to twelve weeks after the child is born (end of maternity protection).

► The minimum length of parental leave/a part of parental leave is two months. Parental leave can be divided twice between the parents, meaning that three parts of parental leave are allowed (e.g. mother/father/mother). Each part must be at least two months in length.

► The parent who takes their part of parental leave after the first parent must notify the employer of this, three months before the end of the first parent’s parental leave. If the first part of parental leave will end less than three months after the end of maternity protection leave, the employer must be notified of the second part of parental leave during maternity protection.
► Even if you have already arranged leave, it is still possible to extend it. It is also possible for both parents to take parental leave at the same time for a month. However, the maximum length of parental leave is then shortened by one month.

► Both parents have the possibility of postponing their parental leave by three months. Postponed parental leave must be taken by the child’s 7th birthday, or by the time they have started school if this is later. This does not extend the total length of parental leave.

→ sozialministerium.at → Arbeit|Behinderung → Karenz und Teilzeit → Elternkarenz und Elternteilzeit

→ help.gv.at search Bezugsvarianten

**Personal questions, notes & ideas:**

Find out about your colleagues’ experiences of life and work while on parental leave and of different working time models while looking after small children.

What compromises are you prepared to make? What compromises are you not prepared to make?

Weigh up the advantages and disadvantages of dividing parental leave.
More ideas

► Make sure that you do not earn too much in addition while receiving your child allowance

→ Child allowance calculator at bmjf.gv.at or sozialversicherung.at

► If you are interested in doing additional qualifications, ask your superior and/or colleagues what additional qualifications are needed and ask for support. You can take advantage of further education and training offered by the University of Graz while on parental leave. (See chapter: “Labour law basics, special regulations and help provided by the University of Graz”.)

► Consider the long-term implications of taking a career break:
  ■ You are only entitled to a job of the same level upon returning to work, not to the same job.
  ■ It is possible that you will earn less (it can take longer to move up the salary groups)
  ■ Your pension is reduced as you earn less when working part time

► If you want to study or work you need suitable childcare for you and your child (e.g. family/private network, flexible hourly care provided by institutions, regular care provided by a child minder, day nursery). unikid & unicare will provide you with information and support in looking for childcare places.
Get information on working time models

► Flexitime employment agreement for non-academic university staff. (See chapter: “Labour law basics, special regulations and help provided by the University of Graz”.)

► Parental part time work

► Working hours can be divided up in various different ways. However, working hours must meet the needs of the workplace.
   ■ They can be split equally across five week days
   ■ They can be blocked across less than five days per week
   ■ Hours can be divided unevenly across the year: in busier times you can work almost full time and in less busy times you can take time off. This model is also suitable if taking long holidays or sabbaticals.

   → help.gv.at search Elternkarenz und Elternteilzeit

Breastfeeding breaks

Breastfeeding mothers are entitled to take breastfeeding breaks after providing notification and if necessary after having received confirmation.

   → help.gv.at search Stillzeit

Talk to your superior about a short term reduction of working hours

Here you can check your net salary if working hours are reduced:

   → stmk.arbeiterkammer.at search Brutto-Netto-Rechner

Personal questions, notes & ideas:

What sort of childcare would be suitable for my/our child and what sort of entry model would be ideal?

Can you keep in regular contact with the research unit/organizational unit and the University of Graz? If so how? Possibilities: participating in celebrations, activities, Christmas parties…

Write a list of your personal wishes and possible solutions, together with your partner if appropriate. Take advantages and disadvantages into account and think about your own position and options in the work place.

Develop specific ideas of what your new work situation should be like and what needs to be done.
Questions on childcare for those re-entering the workplace

► What journey times do I need to take into account, in particular the length of time needed to get from my place of work to where my child is being cared for? (Remember: Children are allowed to be in a childcare centre for a maximum of eight hours per day, unless you have a special authorisation, in which case ten hours are permitted.)

► Does the childcare facility ensure continuity? Take into account opening times throughout the year (e.g. holidays, bank holidays)

► How can any gaps be bridged if you are not able to work (e.g. if your child is ill)? One possibility would be to create a cover plan/emergency plan and to develop a private and professional network early on. This means that you already know whom to contact if an emergency occurs and they can quickly take over.

Questions about your professional situation when you return to work

► Personal preparation and discussion with superior/team on labour law and on formal and informal topics such as additional agreements e.g. for part time work, fixed contract on objective grounds, individual agreements on breastfeeding breaks, flexible working time, planning of resources and regulation of breaks.

► How will you be reintroduced to company structures, work procedures and projects?
  ■ What aspects of your job/areas of responsibility could/should/must be passed onto someone else?
  ■ What measures need to be undertaken to allow adaptation and/or support in the new work situation? For example part time work, remote work, job sharing, home office, team work, clarification of how other involved colleagues’ areas of activity will be reorganized.
  ■ Is there a need for retraining/additional qualifications? If yes, can colleagues provide skill adaptation training or is there a need for special courses?
  ■ Which tasks can be performed at home (in the long term)?
  ■ Which tasks does the employee have to be present for - in the office or when meeting clients?
Think about when you would like to start making use of childcare and when you would like to change arrangements:

- How many hours and on which days?
- How reliable do you need the childcare to be? (Private network, childcare centre?)
- If usual childcare arrangements do not work out, is there a back-up plan?

Find out about the different childcare options. (See chapter: “Information... on childcare in Styria” or “unikid & unicare”.)

- Informal childcare (family and social network)
- Flexible hourly childcare
- Childminders
- Nursery, kindergarten
- Au-pair

When looking for a childcare facility please take the following into account:

- Daily opening times of the centre
- Maximum length of childcare provision per day
- Closure during holidays
- Qualifications of staff
- Arrangements if the carer is ill or on holiday
- Time needed to get from the childcare cen-
Employer agreement on flexible working time (non-academic university staff)

The University of Graz provides its staff members with working conditions which apply to both men and women and make it possible to combine work and family care.

Flexitime when working full time: Monday - Thursday from 9am to 2pm and Friday from 9am to 12pm. If you are working part time (50% employment or more), you can work from 9am to the end of the respectively shortened working day.

It is also possible to make individual agreements on working times if you need to care for a child living in the same household or for close relatives living in the same household. If you’re caring for children (e.g. parental custody) or for close relatives not living in the same household, working times can also be arranged on an individual basis if legitimate reasons exist.

Employer agreement on early parental leave for fathers (“Papamonat”)

If living in the same household as the child (or children) and the mother, you can take parental leave while the mother is not allowed to work if you have social insurance and in return for not receiving your salary. This is possible during the mother’s maternity protection leave and up to four weeks afterwards. You must provide notice of when you are going to start parental leave and how long it will last one week before intended start at the latest.

Part time work
If there are no important work-related reasons against it, staff members can reduce their working time either permanently or for a short period of time.

The “new” working times need to be agreed with the university in a contract and must take legal regulations into account.

Working hours can be divided up in various different ways. However, they must meet the needs of the workplace.

► Working hours can be split equally across five week days
► Working hours can be blocked across less than five days per week
► Hours can be divided unevenly across the year: in busier times you can work almost full time and in less busy times you can take time off. This model is also suitable if taking long holidays or sabbaticals.

Here you can check your net salary if working hours are reduced:

→ stmk.arbeiterkammer.at search Brutto-Netto-Rechner

Parental part time work

As is the case with regular part time work, parental part time work makes it possible to divide up working times in different ways. There is, however, an advantage over regular part-time employment: you have a legal entitlement to part time work for parents until the child is 7 years of age, as long as you have already worked at the university for three years. Furthermore, a particular protection against dismissal exists for parents working part time.

→ help.gv.at search Elternkarenz und Eltern-teilzeit

Breastfeeding breaks

Breastfeeding mothers are entitled to take breastfeeding breaks after providing notification and if necessary after having received confirmation.

→ help.gv.at search Stillzeit
Care leave

Staff members can take time off for care leave in the following cases (while still being paid their full salary):

► to provide necessary care for an ill family member living in the same household (= spouse, partner, children, grandchildren, adopted children or foster children, parents, grandparents).

► to provide necessary care for a child (including adopted or foster child), if the usual carer is not able to work (due to illness, hospital stay or death, etc.).

Care leave can be taken for up to a maximum of one regular working week per work year (i.e. when employed full time, 40 hours per week throughout the working year).

In addition, you are entitled to care leave, which can be taken for up to a maximum of one more week if there is another case of illness in the same household (child up to the age of 12).

Care leave can be taken for full days, half days or on an hourly basis.

Employer agreement on special leave/inability to work

All staff members at the university can take special leave for important personal or family reasons or for any other special event. If leave is granted, the staff member receives their full salary.

The University of Graz is aware that there are many different family constellations today. For this reason, the decision has been taken to provide the option of special leave for care and end-of-life care for close family members (grandparents, parents, children, grandchildren, siblings and step children, without them having to live in the same household) as well as for other relatives living in the same household. This provision is independent of legal entitlement.

Family end-of-life care leave

Employees can request a reduction or change of their working hours, or request leave in return for not receiving their salary in order to provide end-of-life care for a close family member, even if they are not living in the same household.

► Close relatives: grandparents, parents, spouses, partners, children, grandchildren, adopted or foster children and children of your partner who are living in the same household

► Also: siblings, parents-in-law, children-in-law, adopted or foster parents and biological children of your partner.

End-of-life care leave can be taken for up to three months. You need to provide written notification of the beginning and length of the leave. You can apply for end-of-life care leave to be extended, whereby the total length of leave may not exceed six months. The employee must credibly present the reason for leave and extension of leave, as well as the relationship between him/her and the person in need of care. If requested by the employer, a written confirmation of the relationship must be provided.
The end-of-life care leave can be taken five work days, the extension ten work days after receipt of written communication at the earliest.

If the reason for end-of-life care no longer exists, the employer must be informed immediately. It is then possible to request a return to usual working times two weeks after end-of-life care is no longer needed.

Once the reason for end-of-life care no longer exists, the employer can request that the employee returns to work earlier than planned, as long as this does not present any disadvantages for the employee.

This request is made by writing an informal letter. Just ask if you would like us to send you a template for the University of Graz.

To ensure that you are financially secure while taking family end-of-life care leave, you can apply for a care leave allowance and a family end-of-life care – additional financial support from the Federal Ministry of Families and Youth.

→ **Employer agreement on the provision of financial support/advance payments of salaries or remunerations**

If you find yourself in difficulties through no fault of your own or if there are understandable reasons for the difficulties due to personal, family or financial circumstances, you can be provided with additional financial support, or advance salary or remuneration payment. This option is also available if unusual events occur, which result in financial difficulties.

You can apply for additional financial support if you have a net income of up to 1500 Euros. The monthly net income limit is increased by 150 Euros for every child declared at the university when the application is made. The monthly net income limit is increased by 300 Euros per disabled child.

→ **Employer agreement on mobility and parking space allocation**

The University of Graz endorses sustainability principles and makes an active contribution to mobility. Measures include those that support the use of public transport, bicycles and other forms of transport with the aim of making mobility as sustainable and environmentally-friendly as possible.

In addition to encouraging the use of public transport, bicycles and park & ride services, social factors are taken into account when allocating university parking spaces:

- responsibility to care for small children or children of school age up to the end of primary school.
- responsibility to care for family members in need of care living in the same household or in their own home. Time spent visiting a family member in a care home is not taken into account.

If you experience difficult personal circumstances (such as a temporary need for care) you can be quickly allocated a temporary parking permit for a maximum of 3 months. This initiative was suggested by the Employee’s Councils and made possible through cooperation with the
Employee’s Council for Non-Academic and Academic University Staff and the Working Group for Equal Opportunity.

→ **Employer agreement on sabbaticals**  
  *(non-academic university staff)*

The University of Graz offers the option of personalised leave from work. Various different sabbatical models are available for non-academic staff members. These can be used for recuperation, to organize family matters or to undertake personal projects.

**Private leave**

Private leave makes it possible for employees to take leave from their existing employment in return for not receiving their salary. This option is based on an agreement with the employer and is only possible when the employer agrees.

→ **Academic leave of absence**

Leave can be taken for two semesters per case and application. This applies to all open study programmes at our university.

During the semester(s) in which you are on academic leave, your UNIGRAZonline account remains active. The affected semesters are not counted. As you will still be a member of the Austrian National Union of Students, you must pay the membership fee.

During leave, your study programme remains active according to § 67 (2) of the 2002 University Act but you may neither participate in courses nor take exams, submit academic papers or get them graded. Any exams taken
during a period of leave will be declared invalid. Possible reasons: pregnancy, caring for your own children.

→ Provision of further education and
→ HR development

Whichever type of leave you choose, you can continue to make use of the further education options provided by the University of Graz. (See also → Leitfaden zu beruflichen Auszeiten on the University of Graz intranet.)

Options provided by the Employee’s Council for Academic University Staff and Employee’s Council for Non-Academic University Staff

The Employee’s Councils are happy to provide you with information, brochures and personal advice (e.g. on flexible working times, part time work, parental part time work, “a baby is coming”).

Employee’s Councils have successfully undertaken negotiations on diverse employer agreements and on other measures, taking into account the focus on the compatibility of work and family.

Your Employee’s Council also provides various other services and supporting measures.

→ Employee’s Council for Academic University

Staff

The Employee’s Council for Academic University Staff is constantly organizing different offers and discounts, which also benefit the partners and families of our employees. These offers range from generous online shopping discounts to discounted vouchers for cultural events and bargain holidays.

Further up-to-date information can be found in the service section of

→ brwiss.unigraz.at

→ Employee’s Council for Non-Academic University Staff

► Spar vouchers: Once a year, the Employee’s Council for Non-Academic University Staff gives spar vouchers to non-academic university staff (civil servants, collective agreement employees and contractual employee act employees, apprentices). An income limit applies. If you are employed part time, no projection of a full time salary takes place. Eligibility requirements: present all year (actively working) during the previous year – if a ban on working was in place according to MschG (maternity protection act) – you are counted as being present during this time.

► Sodexo vouchers: In coordination with the Employee’s Council for Non-Academic University Staff, Human Resources gives out
Sodexo vouchers financed by the global budget before Christmas every year. Recipients are non-academic staff members (including apprentices, employees in minor employment and project team members financed by the global budget), federal teachers, teachers employed on a contract basis (not including senior lecturers), civil servants and senior contract staff working in an academic capacity.

The value of the vouchers given is staggered according to income and takes into account biological and adopted children up to the age of 18, who have been declared to the university.

Further offers included in the provision of services provided by the Employee’s Council for Non-Academic University Staff can be found on the intranet pages of the Employee’s Council → intranet.uni-graz.at search Betriebsrat Vorteilscard

The legal information compiled in the framework of unikid was checked by Dr. Paula Aschauer.

**Welcome package for new parents**

As of 1.1.2016, all new parents at the University of Graz receive a welcome package to make tackling the challenge of balancing work with family life easier. This initiative was launched by Vice Rector Renate Dworczak. The welcome package contains different information material on family organization, creating a work-family balance, legal and financial aspects, as well as a few useful and practical surprises. Employees and students can collect the package at the unikid & unicare University Work-Family Balance Information Centre.

If you have any further legal questions about your individual situation regarding family responsibilities, please feel free to contact the unikid & unicare Information Centre, your Employee’s Council or the Human Resources directly.

→ unikid-unicare.uni-graz.at
Keeping up-to-date

unikid & unicare will keep you up-to-date on new developments, important information and events focussing on balancing education/work and family care involving active care for minors and adult or elderly family members.

In addition to the regular newsletter, you can also find information on new developments on our website and on the intranet. You can also keep in touch with us on Facebook. Events are announced in the University of Graz events calendar, in addition to being publicised in flyers, folders and on posters around campus.

**Up-to-date:**
→ unikid-unicare.uni-graz.at → Newsletter

**Website:**
→ unikid-unicare.uni-graz.at

**Intranet:**
→ intranet.uni-graz.at

**Facebook:**
→ facebook.com/unikid.unicare

**Event calendar:**
→ events.uni-graz.at

Advice and service

The unikid & unicare team is happy to answer any questions on balancing education/work and child/adult/elderly care.

You can contact us in person, by phone or by e-mail. You can also find lots of information on the balance of education/work and child/adult/elderly care on our website and on the intranet. We are here to provide you with advice on childcare options and to support you in looking for childcare places. We can give you information on different financial support options, provide you with important contact details and forms as well as conduct research if needed.

→ unikid-unicare.uni-graz.at → Team

We have collected information, brochures and summaries for you at the unikid & unicare Information Centre. Come and take a look – whether you are searching for the answer to a specific question or just want to browse.

**unikid-Info**

unikid & unicare organizes various events for parents and children, or specifically for parents, in order to highlight the everyday challenges involved in parenting. Experts are invited to unikid-Info, focussing on different aspects and challenges involved in bringing up children and teenagers.

All those affected by these issues as well as other interested parties are invited to participate.

Topics focussed on are of relevance to parents
of children and teenagers: social media, fire drills for children and parents, first aid for child emergencies, youth protection, addiction prevention, and professional flexible care for sick children at home

If you think that a topic is missing, write us and let us know!

→ unikid-unicare@uni-graz.at
→ unikid-unicare.uni-graz.at → unikid → unikid-Info for parents

unikid courses

Gymnastics, acrobatics and swimming are popular courses that have existed for many years. While the children have fun in the water, becoming more confident swimmers, parents can chat together in the Unionhalle cafeteria. On Saturday mornings, hall five at Rosenhain University Sports Centre is made ready for parents and children who love gymnastics or acrobatics, providing a relaxing space to do sport, play, have fun on the gym apparatus and get to know each other.

You can participate in these courses in your free time. They are very good value for university students and staff, and help you to get to know each other and network, something enjoyed by all, not just by our incoming members.

→ unikid-unicare.uni-graz.at → unikid →

unikid childcare provisions

Are you looking for competent regular or flexible hourly childcare? unikid organizes and recommends different options for flexible childcare. Are you looking for temporary care before your child starts year-round childcare? Do you need childcare on an hourly basis which allows you to learn, teach or attend courses? Do you want the option of going out regularly in the evening? Or are you looking for competent and reliable childcare that you can make use of at short notice if your child is not, or not yet, able to go to a childcare centre or school for health reasons?

Whichever situation applies to you, there are probably more options for flexible and need-based childcare than you would expect.

unikid & unicare organizes special childcare options, such as Christmas workshops, which take place one Saturday in Advent, giving children the opportunity to play and make things without their parents. Another option is childcare during days off from school such as on Easter Tuesday and Whit Tuesday. Childcare can be organized for times when you are participating in a meeting, congress or seminar.

→ unikid-unicare.uni-graz.at → unikid →
Childcare → Flexible childcare
Childcare centres

Well organized, year-round childcare is the foundation of successfully balancing education/work with bringing up children.

University of Graz and ÖH Uni Graz provide childcare facilities. However, there are more children than we have places for. Please notify the unikid & unicare Information Centre of your needs and preferred childcare centres. We are more than happy to help you to look for childcare places.

→ unikid-unicare.uni-graz.at → unikid → Childcare

Childcare in the summer: holiday fun

unikid & unicare has been organizing summer-time childcare for children between the ages of 5 and 12 for many years now.

Current options can be found in the newsletter, on the website and the intranet. Registration usually starts in March or April.

→ unikid-unicare.uni-graz.at → unikid → Childcare → Childcare in summer
unicare – advice and service for family carers.

In 2010, the University of Graz started to develop a range of information and advice services for students and staff needing to care for family members. This development is based on a study on balancing work and care by Kreimer/Meier 2011.

Students and Staff are free to contact the unikid & unicare Information Centre for further information and for all questions related to care → unikid-unicare.uni-graz.at → unicare

For further information, please visit our website or write us an e-mail.
→ unikid-unicare@unigraz.at
→ unikid-unicare.uni-graz.at

... general

► karenz.at – answers any legal questions you might have and provides information on related topics ranging from pregnancy to returning to work
→ karenz.at

► Arbeiterkammer-Portal – Information on work and family care, maternity protection, parental leave, parental part time work, childcare allowance, deadlines, definitions and example forms can be found online
→ arbeiterkammer.at

► Steiermärkische Gemeindekassenkasse (StGKK) – Information on the mother-child booklet, maternity allowance and childcare allowance.
→ stgkk.at

► Versicherungsanstalt öffentlich Bediensteter (BVA) – Information on the mother-child booklet, maternity allowance and childcare allowance
→ bva.at

► ZWEI UND MEHR – Information on family life in Styria and a guide for first-time parents.
→ Wegweiser für Familien
→ zweiundmehr.steiermark.at
ELTERNBILDUNG – Provides information and support as well as giving you confidence in coping with the day-to-day matters involved in bringing up children
→ eltern-bildung.at

Kinderbüro Steiermark – The first point of call for anyone looking for information on children’s rights, parental education, being family friendly and much more
→ kinderbuero.at

... on qualification options

► Further education and events organized by the University of Graz
→ uniforlife.at

► Financial help from AMS (Arbeitsmarktservice Österreich) when you return to work: information on childcare allowance and an overview of all financial support options provided by AMS can be found at
→ ams.at

... on authorities

Styria:
► Graz municipal authorities – Department for Youth and Family
→ graz.at

► Province of Styria – Department for Family and Adult Education
→ verwaltung.steiermark.at

Austria:
► Official help portal of the Austrian Federal Chancellery
→ help.gv.at

► Federal Ministry for Family and Youth
→ en.bmfj.gv.at

... on childcare in Styria

► unikid & unicare – University Work-Family Balance Information Centre, available to students and staff at the University of Graz, the University of Music and Performing Arts Graz and Joanneum Research
→ unikid-unicare.uni-graz.at

► ABI-Service – platform for children’s education and childcare
→ graz.at search ABI

► Kinderdrehscheibe Steiermark
→ kinderdrehscheibe.net
Province of Styria – Department for Children’s Education and Childcare
→ kinderbetreuung.steiermark.at

ZWEI UND MEHR- family portal for the Province of Styria
→ zweiundmehr.steiermark.at

Tagesmütter Steiermark
→ tagesmuetter.co.at

Volkshilfe Steiermark
→ stmk.volkshilfe.at → Kinderbetreuung

Hilfswerk Steiermark
→ hilfswerk.at → Kinder und Jugend

Mentor Mini (provides childminders)
→ mentor.at → Mentor Mini

WIKI
→ wiki.at → Leistungen

GiP – Generationen in Partnerschaft
→ gip.st → Kinderbetreuung
... on flexible childcare options

► M.A.M.A. – Flexible hourly childcare (0-10 years of age) near to the university campus, Attemsgasse → mama.co.at → Stundenweise Kinderbetreuung

► Kinderfreunde play area – flexible childcare (3-12 years of age), afternoons and Saturdays, Tummelplatz → kinderfreunde.at/Bundeslaender/Steiermark → Unser Angebot → Spielraum

► KraxlMaxl – flexible childcare (1-7 years of age), homework supervision, afternoon childcare, childcare in summer, Eggenberg) → kraxlmaxlundco.at

► Au-pair Portal → aupairkontakt.at

► genau jetzt! – Flexible short-term care at home for ill children → tagesmuetter.co.at → Angebot → genau jetzt!

► KiB children care – Austria-wide association providing help with everything involved in caring for an ill child as well as support if a child or his/her usual care provider becomes ill → kib.or.at → notfallmama.or.at

► MoKiDi – Mobiler Kinderkrankenpflegedienst des Hilfswerks Steiermark. Mobile care service for ill children, organized by Hilfswerk Steiermark → hilfswerk.at/steiermark

► Help for families provided by Caritas Stmk. → caritas-steiermark.at

► Kumplgut – Children with disabilities and those recovering from a serious illness can enjoy a free holiday with their family. Even when your child’s treatment finished several years ago, it is still possible to have a holiday there. → kumplgut.at

► Rainbows – Helps children and teenagers to come to terms with grief if they are affected by their parents’ divorce or separation, or by the death of a loved one. They are given help in coming to terms with their new family situation. → rainbows.at

Personal questions, notes & ideas:
Contact details for staff and students at the University of Graz, University of Music and Performing Arts Graz and Joanneum Research.
University of Graz
unikid & unicare
University Work-Family Balance Information Centre
Harrachgasse 32, 8010 Graz, Austria
Phone: +43 (0)316/ 380-2168
E-Mail: unikid-unicare@uni-graz.at
Web: unikid-unicare.uni-graz.at

The University of Graz, unikid & unicare, the University of Music and Performing Arts Graz, Joanneum Research, the Employee’s Council and Human Resources worked together to compile the content of this brochure.