



# THE UNIKID BROCHURE

A guide for parents, guardians  
and all those who want to become one



Contact details for members of the University of Graz, University of Music and Performing Arts Graz, employees of FH JOANNEUM and JOANNEUM RESEARCH:

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University of Graz  
unikid & unicare  
Work-Family Balance Information Centre

Harrachgasse 32, 8010 Graz  
+43 (0)316/380-2168  
[unikid-unicare@uni-graz.at](mailto:unikid-unicare@uni-graz.at)  
[unikid-unicare.uni-graz.at/en](http://unikid-unicare.uni-graz.at/en)

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## PREFACE

The University of Graz is the same size as a small town: each and every day, around 30,000 students and 4,500 members of staff breathe life into Austria's second-largest university, making it a vibrant place to be. And their achievements all throughout the year are second to none – be it in their studies, in administration, in teaching or in research. However, with the professional challenges they have to contend with, family commitments and responsibilities often take a back seat – undeservedly so.

In an effort to offer its staff and students the best possible support with achieving a balance between their work or studies and their private lives, the University of Graz established a childcare information centre back in 2004.

Not only has the project since become a firm fixture of the university's operations, it has, in fact, gone from strength to strength: in 2010, the service was expanded to provide support for carers. As the university's work-family balance information centre, unikid & unicare is on hand to provide all staff and students with specific guidance and support.

The comprehensive range of services relating to family organisation, childcare and care for the elderly available at the University of Graz are offered in close cooperation with both internal and external institutions. By offering key tips and exchanging information and experience, we can help you find the best solution for your personal situation.

The University of Graz has already received several accolades for its years of commitment to providing family-friendly services.

Back in 2007, the University of Graz took first place in a nationwide competition for women- and family-friendly companies. In 2011 and 2017, it was named the most women- and family-friendly public enterprise in Styria.

In 2018, it was honoured with the state award for being the most family-friendly enterprise in Austria.

The university was awarded the "Familienfreundliche Hochschule" ("family-friendly university") seal of approval in 2011 and achieved the "Familie Digital Kompetent" ("Family Digital Competent") seal of approval in 2019.

This pioneering role must be expanded and consolidated to consider the sociopolitical relevance of the issue of a healthy work-family balance.

Peter Riedler  
Rector of the University of Graz



Peter Riedler



# LIFE WITH CHILDREN



Photo: University of Kanizai

Julia Spiegl

Life as the parent or guardian of children and young people can pose a particular set of challenges. As much as the eventful comings and goings of family life are sure to give you a feeling of enrichment like no other, they also mean that your ability to plan your day-to-day life, both at work and at home, is suddenly subject to some very rigid limits. You are now bound by tight time constraints, your support is needed at various stages of development over many years, and you are faced with an array of unanticipated and unpredictable events that you need to respond to, forcing you and your support system to adjust your plans and find creative solutions. Whether you are a single parent, you are living with your partner or you are part of a patchwork or extended family, if you are working or studying and want to make sure that it stays that way, finding a good work-family balance (over and over again) is crucial.

This brochure addresses all the topics that my team and I have been working on as part of our day-to-day activities for many years now. You can browse through it, refer to it if you are preparing to start a family or have just moved to Graz with your family, or you can search for relevant keywords in the table of contents.

The web links are prepared in such a way that you can find the information you are looking for quickly and easily. You will also find all the links on the unikid & unicare website under "Overview", arranged by topic and section: <https://unikid-unicare.uni-graz.at/en/overview/>.

This brochure provides information on regulations and services for families in and around Graz.

You can find internal regulations and contact details for service points at your University both in the attachment and online in the "Overview" section under "**Extrablatt**" (extra sheet in English).

Staff or students of the University of Graz, the University of Music and Performing Arts Graz and employees of FH JOANNEUM and JOANNEUM RESEARCH are welcome to contact **unikid & unicare directly via e-mail** for further information and confidential personal support.

Best wishes,

Julia Spiegl  
Work-Family Balance representative  
Head of unikid & unicare department



Staatsspreis  
Familie & Beruf  
2018



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# OVERVIEW – WHAT UNIKID & UNICARE HAS TO OFFER

## Tip

Sign up to the unikid & unicare newsletter to regularly receive information on events and provisions related to work-family balance.

Subscribe [here](#).



People at the university come from a diverse range of backgrounds and live in a wide variety of contexts. It is, therefore, not always apparent what interests, worries and commitments they need to reconcile with their day-to-day working life. Personal circumstances, deadlines and many more factors need to be taken into account when attempting to strike a healthy balance between working relationships, pivotal projects and family care responsibilities in the long term.

unikid & unicare supports people balance their work/study commitments with obligations to care for children, young people or adult, elderly relatives in need of care. We also hold information sessions, provide support and networking opportunities and host workshops.

What unikid & unicare does	What unikid & unicare does <i>not</i> do
unikid & unicare provides information and support on matters relating to a healthy work-family balance.	unikid & unicare does not make any decisions on your behalf.
unikid & unicare provides support and information throughout all planning and application phases.	unikid & unicare does not offer ready-made solutions.
unikid & unicare organises and supports you in finding childcare services.	unikid & unicare is not a childcare centre.
unikid & unicare is a point of contact for staff and students of the University of Graz. We also support members of the University of Music and Performing Arts Graz, FH JOANNEUM and JOANNEUM RESEARCH GmbH.	External families do not receive personalised support. The unikid & unicare website is, however, accessible to the public.
unikid & unicare supports you fill in application forms.	unikid & unicare does not submit applications.
unikid & unicare provides you with information about legal and financial framework conditions. We conduct research anonymously on your behalf and put you in direct contact with people who have been briefed on your case.	unikid & unicare does not conduct research on very specific and individual questions using sensitive personal data.
unikid & unicare takes the time to hold one-on-one conversations by appointment.	Personal meetings are not possible without a scheduled appointment.
unikid & unicare supports families moving to Graz for work-related reasons by providing all the relevant information and assisting with administrative procedures.	unikid & unicare does not research the ins and outs of legal and financial frameworks in other countries.
unikid & unicare takes care of pre-registration at childcare centres and schools for international families.	unikid & unicare does not take care of pre-registration at childcare centres and schools for families who are already based in Graz.

# A GROWING FAMILY

## A baby on the way

Expecting a child is a very special and momentous occasion in life. Before the birth, there is a lot to contemplate, reckon with and plan for. Gathering information and exchanging experiences with others can give you food for thought, which can prove invaluable. After the birth, things often take an unexpected turn and force you to adjust your plans. The goal is to find stable yet flexible solutions to family organisation, returning to work and, ultimately, achieving a work-family balance.

- A pregnancy must be reported as early as possible, but by no later than the 12th week. The period of protection begins no later than eight weeks before the expected due date and ends no earlier than eight weeks after the birth. During this time, you will receive a maternity allowance and will have full insurance cover.
- Early parental leave/parent month is a leave of absence of up to one month, available to employees subject to suspension of pay.
- Young fathers/parents are entitled to a “family time bonus” for one early parental leave/parent month after birth (duration: one calendar month, period: up to three months after birth).

## Pregnancy is not the only way – adoption and guardianship

You can obtain custody of a non-biological child through adoption, by homing a foster child or by having the custody of a child transferred to you (on account of the death of the custodial parent). In the latter case, a family court decides to whom the right of custody will be transferred (other parent, grandparents, foster parents, adult siblings or similar).

- Adoptive and foster parents are entitled to parental leave if the child has not yet reached the age of two and they are living in the same household as the child. They are also entitled to a childcare allowance, which can be drawn for 851 days from the birth.
- Adoptive and foster parents are entitled to parental part-time work if they meet certain criteria.

Notify your supervisor as soon as possible if you are adopting a child, homing a foster child or taking over custody of a child and, if necessary, agree on the start date and duration of parental leave, parental part-time work or other forms of leave.

## Tip

With the Chamber of Labour’s “Elternkalender” (Parents’ Calendar), you can keep track of important dates, deadlines for applications and examinations relevant to your pregnancy, babyhood and parental leave.



## Further information

For more information on [pregnancy](#) and [early parental leave/parent month](#), please visit the [unikid & unicare website](#).



Tip

Checklist: ask your colleagues about their experiences with their respective living and working situation during parental leave or about the alternative working time models available to people with young children.

Think about which compromises you are prepared to make and which would be a step too far.

## Parental leave

After the end of the maternity protection period, labour law stipulates that you are entitled to take a leave of absence until the day before your child's second birthday. Under certain circumstances, you may be entitled to parental part-time work until your child turns seven.

You are permitted to earn an additional income both during parental leave and while receiving childcare allowance, with the proviso that this does not exceed legally prescribed limits. You will have full insurance cover while in receipt of childcare benefits.

If you want to take educational leave after parental leave, the educational leave (to be agreed between the employee and the employer) must start immediately on the day your parental leave ends.

## Re-entry to the workplace/study

Come up with a range of different scenarios. This will allow you to formulate various courses of action and give you the opportunity to adjust your plan, if necessary.

Talk to your supervisors about options for your return to work before going on maternity protection/early parental leave/parental leave, making sure to get the input of your colleagues too.

- Show initiative and contribute ideas and suggestions regarding the handover of your duties, the training of your replacement and your return.
- Consider whether and how you want to keep in touch with the team.
- Discuss your schedule with your supervisors and colleagues to make it clear when you will and will not be reachable.
- Weigh up alternative working models and assess your options.

Plan your re-entry to the workplace to suit your family circumstances. Look for a suitable type of childcare in good time and allow time for settling in.

Flexible forms of care can be used in addition to or instead of a network of family members.

An academic leave due to pregnancy and childcare can be applied for.

Please take it upon yourself to clarify what financial support you may be entitled to, such as family allowance and any scholarships.

## "Hallo Baby" for new parents and Welcome package for international families

New parents and international families arriving in Graz receive a friendly and informative welcome gift. It contains useful information about family organisation, childcare and compatibility of personal and professional commitments, legal and financial aspects, as well as some useful and practical surprises.

Tip

Many companies give gifts to new parents. To find out more about this, please contact your employee's council or human resources department.

My notes...

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Further information

Information on studying with a child is summarised in the [factsheet](#).



# FAMILIES NEW IN GRAZ?

## Tip

You can find tips on leisure activities to do with your family during your stay in Graz [here](#).

## Further information

If you have any questions pertaining to labour or asylum law, you need help finding accommodation or want to find out more about gender equality, please get in touch with the contact persons at your employer's service points specified in the extra sheet (Extrablatt).

For families from abroad, especially from countries where foreign languages are spoken, it is not always easy to find information on services and regulations related to family care responsibilities. Regardless of whether your stay in Graz is expected to be short or if you are looking to relocate here on a more permanent basis: a suitable form of day-to-day care needs to be found for any children who are coming with you. If you will be joined by a partner or parent in need of care, you will also need information about the care and support services available to you.

We are more than happy to answer any questions you may have regarding your individual family situation, both before and during your time in Graz – a service that we also offer in [English](#).

My questions...

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# EMERGENCY... WHEN TIME IS OF THE ESSENCE

Few things in life are more distressing than hearing the news of a family emergency. Whether your toddler has fallen from the climbing tree, your school child is running a high fever, someone close to you has suffered an accident, or an elderly relative has taken a tumble... All you can think is "I need to get there as quickly as possible", but you have just a few minutes to clarify: "what am I working on at the moment and what do others need to know about it this very moment?", "what do I need to cancel or hand over to someone else?" and "who can stand in for me or excuse me at a meeting?" And then you are off!...

- Immediately inform your supervisor/colleagues that you need to leave at short notice due to an urgent family matter (and, if possible, when you expect to return).
- Enquire in advance about the immediate chain of communication you need to comply with in the event of an emergency.
- You must submit a doctor's note or other appropriate form of confirmation of your absence, together with your leave request form to the office: always remember to take the corresponding note with you and submit it right away.
- By submitting adequate confirmation that your close relative is in need of care, you are entitled to five days of paid [care day release](#) per calendar year – and a further five days to care for sick children under the age of 12. This time (proportional to the extent of your employment) can be claimed on an hourly basis.
- Depending on the circumstances of your family emergency, you may also be entitled to take other forms of leave of absence.

## Further information

For more information, please visit the [unikid & unicare website](#).

Some employers offer additional forms of absence. You can find out more about this in the supplementary sheet provided by your employer.



## Flexible childcare

The following forms of flexible childcare are intended to provide effective solutions to parents in an array of different situations. Please do not hesitate to contact unikid & unicare if you have any further questions or uncertainties, or if you have special circumstances!

### Flexibility at home: babysitting and childcare services

- [“Kinderdrehscheibe” pool of babysitters for Styria](#)

On this platform babysitters register their services and families can look for short-term care for their children.

Kinderdrehscheibe also offers a [facebook group](#) for those looking for a sitter.

- [Die Babysitterei](#)

Professional babysitter and nanny agency for families in Graz. Also in Vienna, Salzburg and some German cities.

- [Caring for sick children](#)

Do you have appointments and meetings that cannot be postponed, yet your child is sick or not yet well enough to go back to daycare or nursery/kindergarten/school? Is nobody from your inner circle available to step in? Is your usual caregiver too busy? This is where KiB children care comes in, matching you with a so-called “Notfallmama” (emergency mum) to help you care for your sick children at home.

- [Grandparents-for-hire](#)

The Katholische Familienverband Steiermark offers a placement service for Grandmas-for-hire/Grandpas-for-hire (known as “Leihomas” and “Leihopas”). Members can find competent and certified older people to become steady and regular caregivers over time.

## Flexible institutions

- [Verein M.A.M.A.](#)

Are you looking for flexible childcare by the hour at an established facility? Whether you simply need a childcare solution every now and again or you need to bridge a gap until regular childcare is available or during the summer – short-term registration is possible until 11 am the day before. If you use this form of care on a regular basis, you can register your child for a longer period of time.

On Wednesdays at 10 am, Verein M.A.M.A usually offers families the opportunity to get to know the associations’ staff and take a no-obligation tour of the premises over a cup of coffee.

- [unikid childcare services](#)

unikid & unicare organises childcare services during the school holidays as well as further special occasions.

You can find specifics and dates on which these services are available on the [unikid & unicare website](#) and in the [unikid & unicare newsletter](#).

### Contact

[Verein M.A.M.A.](#)  
Attemsgasse 21, 8010 Graz  
Tel.: +43 (0)316/328 747  
E-mail [info@mama.co.at](mailto:info@mama.co.at)

### Tip

You can obtain information on the currently available discounts for flexible childcare as well as the required documents for purchasing subsidised blocks from [unikid & unicare](#).

### Tip

Ask for available babysitters in your family, your circle of friends or your neighborhood.

## Childcare at academic events

If you are organising a conference, congress or other half-day to multi-day event, you will probably be thinking about how many of your interested guests who are making the journey to attend the event have childcare commitments. You may be able to target and actively invite participants simply by offering a parallel childcare solution.

### Childcare at academic events

If you have any questions about the organisation, download the [unikid & unicare guidelines](#) or get in touch with [unikid & unicare via e-mail](#).







# Austrian school system and enrolling

## About the school system...

### Further information

You can find an overview of the Austrian school system [here](#).

You can find information about enrolling at a primary school in Graz [here](#).

[Primary schools](#) in Graz

[Private schools](#) in Graz

After kindergarten, children spend four years at primary school from the age of six (though exceptions are possible). They usually attend the school closest to their home, but parents do also have the option of choosing another school (close to their workplace, private primary school). Some schools specialise in specific subjects or offer a particular range of services (music, languages, sports, integration, accessibility...).

Public schools are free to attend, and the costs of additional care (all-day service, afternoon care, after-school childcare facility) are calculated on the basis of a family's income.

In private schools, parents are liable to cover school fees and afternoon care also needs to be settled directly with the school. Please enquire with the school's management team to determine if you are eligible for any discounts.

### Tip

If you are interested in a private school, registration is processed directly by the management of the respective school.

## Primary school registration

School enrolment generally takes place online in November. Parents living in Graz will receive a letter about this from the City of Graz in October. They have to choose three schools – private primary schools are also entered in the system.

In-person enrolment then takes place at the assigned school in January.

If you register your child at a school during the year, we recommend that you arrange a (telephone) appointment with the management of the school(s) you are interested in.

For school registration in Graz you will need an e-Card (insurance card) as well as a registration of main residence in Graz. As soon as you receive your residence registration, please personally contact ABI-Service, which is the department in charge when it comes to school allocation. The ABI-Service also provides information about available school places in advance.

Afternoon care, which sometimes includes learning support and educational exercises, is generally offered at primary schools in Graz, however there may also be an after-school childcare facility nearby.

This information is usually provided when you register your child at the school.

### Contact

#### ABI-Service

Keesgasse 6, 8011 Graz

Tel.: +43 (0)316/872 7474

E-Mail [abiservice@stadt.graz.at](mailto:abiservice@stadt.graz.at)



You can find forms, links and downloads on the [unikid & unicare website](#)

## English-speaking primary schools/classes

[The Bilingual Primary School Kronos](#) is a public school that uses both German and English as working languages.

The [Sr. Klara Fietz Volksschule](#) has a European class with English as the working language from the first school year.

## Native language classes for primary school children

Primary school children can have weekly lessons in their native language, with a range of languages on offer. Please contact the management of your child's primary school for more information.

[Flexible childcare](#) is also available by the hour for older children.

After primary school, children embark on their secondary education at an academic secondary school or a new secondary school.

### Checklist and notes...

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### Further information

You can find summarised information on school enrolment in the [booklet for parents provided by the City of Graz](#).

The booklet is available in 13 languages.



You can find forms, links and downloads on the [unikid & unicare website](#)

Tip

It is recommended that you visit the *SBim school and career information fair* and open days before registering in order to get a personal impression of and feel for the facility in addition to the information provided on the website and the school's focus areas.

Further information

[Grammar schools/academic secondary schools](#) in Graz

[New secondary schools](#) in Graz

## Secondary schools

Students register for the first grade classes directly at the schools. You can find information about this on the websites of the schools.

Parents wishing to register their child during the year should contact the school management directly.

Children in the lower grades are usually provided with free school meals, childcare and even learning support. You can find out more about this and the associated costs from the school itself.

## English-speaking upper secondary schools/ classes

[Graz International Bilingual School \(GIBS\)](#) is a public bilingual (German-English) upper secondary school for students aged 10 to 18 years.

Some grammar schools also have classes with English as the working language or with bilingual teaching.

For more information, please contact the [Education Directorate](#) or unikid & unicare.

## German lessons for school children

Children whose native language is not German have the opportunity to sign up to German courses. Please enquire about this with the management of your school or the Education Directorate.

## School education and vocational training from 15 years of age

After nine years of obligatory schooling students can go on attending school (completion: matura) or begin an apprenticeship.

Further information

[Advanced secondary schools \(ORG and BORG\)](#) in Graz

[Colleges for higher vocational education](#) in Graz

[Apprenticeships](#) in Graz

## Summer childcare provisions

### Summer childcare – holiday fun on campus

unikid & unicare organises summer childcare services for six- to twelve-year-old children of staff and students of the University of Graz, the University of Music and Performing Arts Graz and employees of FH JOANNEUM and JOANNEUM RESEARCH.

### SommerKinderUni programme

The summer childcare programme SommerKinderUni for children aged 8 to 14 years takes place every year at the beginning of the summer holidays and offers a diverse range of holiday activities where children can experience the everyday life of a student.

Further information

Information about holiday fun on campus is available [here](#).

For information about the SommerKinderUni programme, please refer to the [SommerKinderUni website](#).

You can find a verified and up-to-date overview of further activities on offer in and around Graz on the [unikid & unicare website](#).

Checklist and notes...

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# FOR PARENTS

## Networking opportunities for parents

### unikid info

unikid & unicare occasionally organises various events for networking, the exchange of information and experiences as well as empowerment for parents.

### unikid courses

For many years now, unikid & unicare has been organising a variety of courses providing parents who are pushed for time before and after work with an opportunity to network.

The unikid courses are run by experienced trainers, take place at times when families like to spend time together and are very affordable for university members. Befriended families or children are also welcome to participate (without a discount) if places are available.

### Parental education services

- [EKiZ](#) Eltern-Kind-Zentrum Graz
- [ZWEI UND MEHR](#) – family portal provided by the Provincial Government of Styria
- [SAFE](#) – Sichere Ausbildung für Eltern (safe education for parents) at MFZ Steingruber
- [Parental education portal](#)
- [Styria family academy by Kinderfreunde](#)

# DAY TRIPS AND LEISURE ACTIVITIES FOR FAMILIES IN GRAZ (A SELECTION)

## Indoors in Graz

- CoSA – Center of Science Activities of the Universalmuseum JOANNEUM, JOANNEUMsviertel, 8010 Graz.
- Museum at Eggenberg Palace, Eggenberger Allee 90, 8020 Graz.
- Graz Museum Schloßberg, Schloßberg 5, 8010 Graz.
- Martin Auer Family-friendly children's café, Tummelplatz, Hans-Sachs-Gasse 4, 8010 Graz.
- FRida & freD – Graz Children's Museum, Friedrichgasse 34, 8010 Graz.
- Ludovico game rental, Karmeliterplatz 2, 8010 Graz.
- Bouldering at Newton, Ägydigasse 18, 8020 Graz.
- Climbing and bouldering at the City Adventure Center (CAC), Idlhofgasse 74, 8020 Graz.
- Bouldering at BLOC house, Puchstraße 17-21, 8020 Graz.
- Boulderclub, Triester Str. 391, 8055 Graz.

## Outdoors in Graz

- Graz Stadtpark, playground and cafés, Stadtpark 2, 8010 Graz.
- Double Spiral Staircase at Graz Burg, Burggasse 3, 8010 Graz.
- Graz Schloßberg, accessible on foot from Karmeliterplatz or Schloßbergplatz, by lift from Schloßbergplatz or with the Schlossbergbahn, Kaiser-Franz-Josef-Kai 38, 8010 Graz.
- Fairytale Express Graz, for children aged four and over (warm clothing is recommended), Schloßbergplatz 1, 8010 Graz.
- Rosenhain, woodland trails, playground and café, Rosenberggürtel 12, 8010 Graz.
- Café Rosenhain, Panoramagasse 77, 8010 Graz.
- Hilmteich, playground and café, Hilmteichstraße 70, 8010 Graz.
- Schloss Lustbühel, walking trails, petting zoo, observatory, Mostschenke tavern, Lustbühelstraße 28, 8042 Graz.
- Palace park Eggenberg, Eggenberger Allee 90, 8020 Graz.
- University of Graz Botanical Garden, Schubertstraße 59, 8010 Graz.
- WIKI Adventure Park, Hilmteichstraße 110, 8010 Graz.

### Tip

Current topics and dates are available in the *unikid & unicare newsletter*



# FINANCIAL ASPECTS

## Day trips in Styria

### Tip

A list of day trip hotspots for families in Graz are available [here](#).

- Rettenbachklamm, Rabensteinersteig, 8044 Graz.
- Climbing park Schöckl, Schöcklstraße 23, 8061 St. Radegund.
- Austrian Sculpture Park, Thalerhofstraße 85, 8141 Premstätten.
- Schwarzl See, Thalerhofstraße 85, 8141 Premstätten.
- Copacabana bathing lake, 8401 Kalsdorf bei Graz.
- Wildon am See, Wildon Bathing Lake, Rennweg 6, 8410 Wildon.
- Austrian Open-Air Museum Stübing, 8114 Stübing.
- Motor skills park Gamlitz, Untere Hauptstraße 455, 8462 Gamlitz.
- Flavia Solva – Retracing the Romans, Marburger Str. 111, 8435 Wagna.
- Herberstein Animal World, Buchberg 50, 8223 Stubenberg am See.

## Additional tips

- Children's birthday parties for tiny tots: [Lilo Kinderbetreuung e.U.](#)
- Children's birthday parties for older kids: [ChaCha B.A.S](#)
- [Soundhorn](#): personalised name songs (20% discount with voucher code "unikid & unicare")

## Family allowance

As a basic principle, parents are entitled to claim family allowance for their children, regardless of how much they earn, if their "centre of vital interests" is located in Austria and the child resides in Austria on a permanent basis.

If your child was born in Austria, you do not need to submit an application. You will automatically receive a message about your receipt of family allowance.

If your child was not born in Austria, you are required to submit an application, either electronically via FinanzOnline or in person at the competent tax office using the "Beih 100" form.

You can find an overview of the family allowance amounts for children permanently residing in the EU/EEA or in Switzerland on the [Federal Chancellery's family portal](#).

## Childcare allowance

Although you do not receive any remuneration whilst on parental leave, you can apply for childcare allowance if you are a recipient of the Austrian family allowance.

Childcare allowance is independent of entitlements under labour law, such as parental leave, and can therefore also be claimed by students who are not employed. Even though the duration of parental leave and the time during which you receive money do not have to coincide, you are required to comply with the additional income limit.

The application must be submitted online or in person to the competent health insurance fund, together with proof of Mother-Child Passport (Mutter-Kind-Pass) examinations.

If your child was not born in Austria, you can still apply for the childcare allowance up until the 851st day after the birth.

When deciding on the right childcare allowance model for you, you can seek advice from the Chamber of Labour's Department for Women's Affairs (Tel.: 05-7799-2282).

## Additional income limit for childcare allowance

While in receipt of childcare benefits, you can continue to work, but you must comply with the applicable additional income limits. Non-compliance with the additional income limit may result in you needing to repay any childcare allowance you have received.

### Tip

If you have any questions about childcare allowance, please do not hesitate to contact the childcare allowance information line free of charge on 0800 240 014.

If you have specific questions on childcare allowance, please contact your health insurance fund.

You can find the additional income calculator [here](#).

### Further information

You can find information about maternity allowance, childcare allowance, family allowance and other family-related benefits on the Federal Chancellery's [family portal](#).



## Family time bonus

### Further information

You can find information about the family time bonus [here](#).

Fathers/parents can apply for the family time bonus if they take early parental leave/parent month. The duration for which the family time bonus can be claimed must correspond to the duration of your leave of absence.

You can apply for the family time bonus by submitting the relevant form to your health insurance fund.

Please take note of the deadlines for notification and acceptance.

A received family time bonus will be deducted from the childcare allowance in the last reference month of the parent concerned.

### Further information

You can find information about the partner bonus [here](#).

## Partner bonus

Parents who receive childcare allowance in roughly equal parts are eligible to claim a partner bonus of 1,000 euros.

You can apply for the partner bonus by submitting the relevant form to your health insurance fund at the same time as you apply for the childcare allowance, or by no later than 124 days from the last possible day of receipt of the final instalment of childcare allowance (for both parents).

### Further information

You can find detailed information about the Family Bonus Plus [here](#).

Family Bonus Plus [calculator](#)

## Tax benefits for parents: Family Bonus Plus

As a basic principle, you can apply for the Family Bonus Plus if you claim Austrian family allowance for your child.

## Pension splitting

### Further information

You can find information about pension splitting [here](#).

For the first seven years after the birth of a child, the working parent, who is not the primary caregiver, can have up to 50% of his/her partial credit transferred to the pension account of the parent who is devoted to raising the children, thus acquiring child-raising periods.

Transfers are possible for a maximum of 14 calendar years.

Pension splitting may not result in the maximum annual contribution base of the parent to whom the credit is transferred being exceeded.

The application must be submitted in writing to the insurance provider of the working parent by the youngest child's tenth birthday.

Please note: once the transfer notice has been issued, it cannot be amended or rescinded.

## Benefits for low-income students and families

- Remission of tuition fees for students with children.
- Subsidy to the flat-rate childcare allowance as support for low-income families.
- Subsidy for flexible childcare: subsidy from the City of Graz, adjusted on the basis of a family's income, for childcare by the hour at flexible facilities.  
Please note: this subsidy cannot be used against ten-hour blocks at Verein M.A.M.A., which have already been subsidised (e.g. funded by employer or student representation)!
- Subsidy for children's holiday activity weeks: subsidy for children's holiday activity weeks in Styria, granted by the Provincial Government of Styria to low-income families meeting certain criteria.
- Contribution towards the costs of childcare for scholarship recipients in the final phase of their studies.

### Further information

You can find information about financial benefits [here](#).

## Important:

Marginal employment: the same labour-law provisions apply to those in marginal employment as to all employees: maternity protection leave, maternity allowance, parental leave until the child's second birthday, right to return to work following parental leave.

Please also be mindful of the additional income limit applicable to students in receipt of a study grant.

If you are experiencing financial difficulties, further financial support is available in Graz and Styria.

### Further information

You can find information about the additional income limit for study grant recipients [here](#).

### Further information

You can find information about the support available to those in need [here](#).



# LEGAL ASPECTS

## Maternity protection – compulsory protection period – employment prohibition

### Tip

You can find the sample letter for reporting your pregnancy and further information and links on this topic on the [unikid & unicare website](#).



As a basic principle, a pregnancy must be reported right away. Parents tend to wait until the twelfth week of pregnancy to do this. You are, however, protected against dismissal with immediate effect.

The official notification of your pregnancy is made in writing to your employer. Make sure to enclose a medical certificate that clearly indicates your anticipated due date. Use a sample letter (provided by unikid & unicare or the Chamber of Labour).

Maternity protection generally begins eight weeks before your anticipated due date, twelve weeks in the case of a multiple birth, and ends eight weeks (twelve weeks in the case of a multiple birth or caesarean section) after the actual birth date.

While on maternity protection leave, the mother is entitled to claim maternity allowance, which is paid out by her health insurance provider. Maternity allowance is calculated on the basis of your average net salary for the three months before you went on maternity protection leave.

Four weeks prior to the beginning of maternity protection leave, the employee is required to remind her employer of the date on which her maternity protection leave is due to start.

Fixed-term employment contracts are generally extended until the beginning of the general employment prohibition, including for temporary substitutes and third-party funded employees.

## Early parental leave/parent month

Early parental leave/parent month is a leave of absence of up to one calendar month available to employees between the birth and the end of maternity protection leave, subject to suspension of pay. During this time the employment remains in force, but the employee is not entitled to holiday leave. Employees who take an early parental leave/parent month are entitled to claim a "family time bonus" (this amount will be deducted from childcare allowance if this is claimed later).

Subject to compliance with certain deadlines, there is protection against termination and dismissal. Protection against termination and dismissal begins with the advance notice and ends four weeks after the end of the leave of absence.

Eligibility criteria:

- The father/parent lives in the same household as the child.
- Advance notice: please talk to your supervisor as soon as you know that you wish to exercise your right to early parental leave/parent month and inform your human resources representative.
- Timely notification of the specific date on which your leave will begin: no later than one week after the birth.

Attention: this leave of absence does not always have an expiry-inhibiting effect in the case of fixed-term employment relationships. Please contact your HR office for more information.

## Parental leave

Parental leave is the entitlement to take a leave of absence from work against loss of pay. Parental leave is a legal entitlement and cannot be denied your employer.

Employees are entitled to take parental leave up to the day before their child's second birthday if they live in the same household as the child. For the parent taking parental leave first, their leave of absence begins upon expiration of maternity protection leave following the birth. Maternity protection leave usually lasts eight weeks, but can last longer. For the mother, parental leave can also begin after a holiday or sick leave.

The employer must be notified in writing within this period if the mother wishes to take parental leave following maternity protection leave and no later than eight weeks after the birth if the father/other parent wishes to do so.

Parental leave must last at least two months.

Parental leave can be shared between the parents twice, meaning that it can be taken in three parts (e.g. parent A/parent B/parent A), with each part lasting at least two months.

If a notification of parental leave lasting less than three months has been made, any extension must be reported two months before this comes to an end.

If the parent taking care of the child first is not entitled to parental leave (e.g. if they are self-employed, a student, a homemaker), the parent in gainful employment can also take parental leave at a later point in time. This must be announced at least three months before the leave of absence is due to start.

### Further information

Information on parental leave is summarised in the factsheet.

More detailed information can be found [here](#).

### Tip

If you want to take educational leave after parental leave, the educational leave must start immediately on the day your parental leave ends.



### Further information

You can find further information about private leave [here](#).

## Private leave

Private leave allows employees to take time off from work with an ongoing employment contract, however the regular salary will not be paid. This is based on an agreement with the employer and is only possible if the employer agrees. It should be noted that, in the case of private leave of less than one month, both the employee and employer contributions to social security must be paid by the employee.

## Breastfeeding breaks

After having notified and received confirmation from their employer, working breastfeeding mothers are entitled to take breastfeeding breaks. The law stipulates that breastfeeding breaks can be taken for 45 minutes in a working day of more than four and a half hours.

## Part-time – parental part-time work

### Part-time employment

Employees can temporarily or permanently reduce their working hours at their own request, provided there are no significant work-related grounds preventing this from happening.

The employee's new weekly working hours must be agreed with the employer, in compliance with legal provisions, and laid down in a contract.

A variety of options are possible when it comes to deciding how to distribute your weekly working hours; work requirements and the scheduling of working hours should be coordinated.

- Hours spread out evenly over five days in a week.
- Weekly model: hours condensed into less than five days per week.
- Seasonal model, hours distributed differently depending on the season: up to full-time hours during busy periods, compensatory time during periods when workloads are low (model also suitable for long holidays or sabbaticals).

### Parental part-time work

A variety of options are available to parents when it comes to deciding how to distribute their weekly working hours while undertaking parental part-time work. Advantage over regular part-time

employment: parents are legally entitled to parental part-time work until their child turns seven or starts school, provided they have been employed at their place of work for at least three years. Parents in parental part-time work are also subject to special protection against termination.

A unilateral change to parental part-time work may be made once, or even several times if there is mutual agreement.

## Care day release or leave of absence for childcare reasons

You can take care day release for care obligations (subject to continued payment of your salary) for the following reasons:

- Due to the need to care for a sick biological, adoptive or foster child, regardless of whether you share the same household.
- Due to the need to care for a sick close relative living in the same household as you (spouse, life partner, stepchildren, partner's children or grandchildren, parents, grandparents).
- Due to the need to be with your own child, adoptive child or foster child (up to the age of ten) during an inpatient stay in hospital (without the requirement that you live in the same household).
- Due to the need to be with your stepchild or partner's child (up to the age of ten) during an inpatient stay in hospital (with the requirement that you live in the same household).
- Leave of absence for childcare reasons: due to the need to care for a healthy biological, adoptive or foster child (without the requirement that you live in the same household), if the person who usually provides care is unavailable (as a result of illness, hospital stay, death, etc.).
- Leave of absence for childcare reasons: due to the need to care for a healthy stepchild or partner's child (with the requirement that you live in the same household), if the person who usually provides care is unavailable (as a result of illness, hospital stay, death, etc.).

Care day release may be taken up to the maximum of an employee's regular weekly working hours within a working year (i.e. 40 hours/working year for someone in full-time employment).

Care day release can be taken as a full day, half day or even on an hourly basis.

Employees are entitled to a further five days (proportional to the extent of their employment) of care day release if a child up to the age of twelve experiences a new bout of illness.

### Tip

If you are interested in finding out what your net salary would be if you reduced your hours, feel free to use the gross-net calculator provided by the Chamber of Labour, available [here](#).

### Further information

Many employers have additional regulations in force.

You can find information on internal regulations for special leave in the supplementary sheet provided by your employer.



## Care leave/part-time work for carers

### Tip

If you find yourself faced with a situation where you have an acute need to provide care, the care allowance decision-makers are urged to complete the procedure for granting or increasing care allowance within three weeks (accelerated procedure) of you declaring that you intend to take care leave or undertake part-time work for carers.

Care leave and part-time work for carers can be taken for a minimum of one month and a maximum of three months for close relatives (from care level 3) and for close relatives who are minors or suffer from dementia (from care level 1). Employees can take this form of leave for the purpose of arranging care or providing it themselves:

A legal entitlement to two weeks of care leave/part-time work for carers has been in effect since 2020. As soon as an employee knows the date on which their care leave/part-time work for carers will begin, they must inform their employer of this.

For the duration of the care leave, an employee's usual salary is suspended, but they are legally entitled to care leave allowance.

## Family hospice leave (Hospizkarenz)/part-time family hospice leave (Hospizteilzeit)

Employees may request a reduction in or change to the scheduling of their normal working hours or a leave of absence against loss of pay for the purpose of end-of-life care of a close relative, even if they do not share the same household.

Close relatives are grandparents, parents, spouse, life partner, children, grandchildren, adoptive and foster children, biological children of the other spouse/registered partner/life partner with whom you share a household, as well as the person with whom you cohabit.

Hospice leave/part-time hospice can also be requested for the end-of-life care of siblings, parents-in-law, children-in-law, adoptive and foster parents and for the biological children of your spouse/life partner.

It may be taken for a maximum of three months. Notice of the date on which leave will begin and the amount of time it will last must be given in writing. An extension of the measure may be requested in writing, but the total duration may not exceed six months.

The same measures can be applied when providing support for seriously ill children living in the same household (biological children, adoptive or foster children, stepchildren, children of your life partner/registered partner). There is no age limit. Support time can be requested for up to five months, but an extension to a total of nine months per case is possible (as well as two further extensions to a total of 27 months) if further medical therapy is necessary.

As an employee, you must substantiate the reason for the measure and its extension as well as the relationship to you of the person requiring care.

A written attestation of the relationship of this person to you must be submitted at your employer's request. End-of-life care can start at the earliest five working days (the extension at the earliest ten working days) after receipt of the written notice.

You must immediately notify your employer if you are no longer providing end-of-life care. You may request a premature return to your original normal working hours two weeks after you stop providing end-of-life care.

Likewise, your employer may demand your premature return to work in the event that you are no longer providing end-of-life care, unless your justified interests conflict with this.

### Tip

Children who have just overcome a serious illness or who have disabilities can take a free holiday to *Kumplgut* with their families. Children are still welcome to stay at *Kumplgut* even if they underwent treatment several years ago.

### Tip

Subject to an agreement with your employer on care leave, part-time work for carers or family hospice leave/part-time family hospice leave, you may, under certain circumstances, be legally entitled to care leave allowance.

You can find all the relevant *application forms* here.





# PARENTAL LEAVE - EARLY PARENTAL LEAVE/PARENT MONTH CHILD CARE ALLOWANCE



## General employment prohibition for expectant mothers (= maternity protection leave = compulsory protection period) and receipt of maternity allowance

Eight weeks before your anticipated due date to eight weeks after the actual birth date. This period is extended in the case of multiple births or caesarean sections.

Announcement of the expected birth date and when the general employment prohibition should begin up to the twelfth week of pregnancy. Provided to the employer in writing, enclosing medical certificate.

Download [sample letter](#) from the Chamber of Labour website.

Information about [maternity allowance](#) is available here.

The general employment prohibition applies unequivocally to female employees. They are also not permitted to complete work-related education during this time.

Students may take examinations during this time unless they are on an academic leave due to pregnancy.

The deadline for requesting an academic leave is the end of the extension period of the respective semester. The application should be submitted to the Department of Academic Affairs.

See also: [Studying with children factsheet](#)

## Notification of birth

In writing using [the form](#) by the end of the general employment prohibition – simultaneous reporting of parental leave.

The other parent can take three days of special leave after the birth of their child. [You can access the form here.](#)

## Early parental leave/parent month and receipt of family time bonus

Early parental leave/parent month is a leave of absence of up to one calendar month between the birth and the end of maternity leave subject to suspension of pay. During this time, your employment is guaranteed, but you are not entitled to holiday leave.

Subject to compliance with certain deadlines, there is protection against termination and dismissal.

Minor employment is not possible.

Requirements:

- Joint household with the child.
- Timely advance notice before the calculated date of birth (premature births excluded).
- Timely notification of the specific start date (one week after delivery at the latest).

Attention: this leave of absence does not always have an expiry-inhibiting effect in the case of fixed-term employment relationships. Please contact your HR office for more information.

During this leave of absence a family time bonus (~700€) can be drawn. The duration of the family time bonus receipt and the duration of the leave of absence must be exactly the same! A received family time bonus will be deducted from the childcare allowance in the last reference month of the parent concerned. Please find the application form [here](#).

Parents who are entitled to family allowance in Austria can claim childcare allowance. Please find information about parental leave and different types of childcare benefits below.



You can find the information, forms, links and downloads on the [unikid & unicare website](#)



Application	Childcare allowance	Parental leave (at least two months)
When?	Starting from the birth of the child. Recommended: within the period of protection.	Within the period of protection/eight weeks after the birth. Alternation/extension three months before the end of the current part of the parental leave.
Where?	From the health insurance provider from which maternity allowance was claimed or with which you are/were insured.	With your employer.
How?	In person, in writing (by registered post!) or electronically via Finanzonline (the application is sent automatically in the case of maternity protection leave).	In writing using the form: <a href="#"><u>Notification of birth and parental leave</u></a>
Documents required?	Application and record of first six mother-child health passport examinations. Further examinations must be performed by the time the child is 15 months old.	Birth certificate, BVAEB confirmation of receipt of childcare allowance, confirmation of caesarean section, if applicable, proof that you share the same household, if applicable.
Alternating between the parents?	Possible twice. Each alternation must last at least 61 days. Application to be submitted by the other parent to the health insurance provider four to six weeks before the alternation.	Can be split twice, e.g. parent A > parent B > parent A Minimum duration of two months. Three months of the parental leave can be banked until the child starts school.

	Income-related childcare allowance	Childcare benefits account
Entitlement from the birth		
for one parent	365 days	365 to 851 days (~12 – 28 months)
for both parents	462 days (~14 months)	456 to 851 days (~15 – 34 months)
Childcare allowance amount	between ~€35 and €69 a day, 80% of last income	~€15 – €35 a day
Minimum duration of receipt	61 days (e.g. if alternating between the parents).	
Employment before receipt	Min. of 182 days before maternity protection/birth – employment in Austria subject to social security contributions.	Not necessary.
Simultaneous receipt	Max. 31 days (if alternating). Duration of entitlement reduced by this number of days.	
Partner bonus	If the duration of receipt is similar for both parents – a one-time payment of €1,000. (50:50, 60:40)	
Family time bonus	If a family time bonus is claimed in conjunction with early parental leave (~€700), this amount is deducted from the childcare allowance.	
Additional income limit	€7,800 per year (marginal earnings threshold)	€16,200 per Year
online calculator	<a href="https://www.sozialversicherung.at/kbgZuverdienstrechner/views/home.xhtml">https://www.sozialversicherung.at/kbgZuverdienstrechner/views/home.xhtml</a>	
<a href="#"><u>Childcare allowance online calculator</u></a>		
Federal Chancellery's childcare allowance information line, available from Monday to Thursday between 9 am and 3 pm on 0800 240 014		

Students or unemployed individuals may be able to claim income-related childcare allowance if their partner meets the relevant requirements. The daily rate for the non-eligible partner is the same as the daily rate of the flat-rate childcare allowance: ~€34.

Families that earn a gross monthly income of ~€1,500 or more are advised to apply for the income-related childcare allowance.

# FINANCIAL BENEFITS FOR FAMILIES IN AUSTRIA AND NEIGHBOURING COUNTRIES



As a basic principle, the benefits of the country in which the employment relationship (against which the leave of absence is being taken) exists apply.

If there are two countries of employment, the benefits of the country in which the child lives apply. If the family benefit is lower in the country with secondary responsibility (= the country in which the child or family lives), a compensatory or differential payment of the same kind of benefit can be applied for in the country with primary responsibility (= the country of employment).

Overview of similar benefits

Austria	Germany	Switzerland	South Tyrol/Italy
Early parental leave <a href="#"><u>General employment prohibition for fathers</u></a>	You can apply for parental allowance and leave from the birth.	-	<a href="#"><u>Congedo di paternità</u></a> 7 days of leave at full pay
Family allowance (~€120) <a href="#"><u>Application</u></a> <a href="#"><u>Application for compensatory/differential payment</u></a> Compensatory payment: if you receive a foreign benefit, you can apply for the difference between this amount and Austrian family allowance in Austria. Differential payment: if you receive Austrian family allowance, you can apply for the differential payment in the second country.	Child benefit (~€100) <a href="#"><u>Application</u></a>	Family allowance (~€190) Requested from and paid out by the employer. <a href="#"><u>Application for family allowance</u></a>  <a href="#"><u>Information</u></a> for families working or living in Austria/Switzerland	Family allowance (~€100) Requested from and paid out by the employer. <a href="#"><u>Information</u></a>
Childcare allowance <a href="#"><u>Application</u></a> You can apply for the compensatory payment in Austria using the childcare allowance application form. <a href="#"><u>Parental leave, parental part-time work</u></a>	Parental allowance <a href="#"><u>Parental allowance offices in the German federal states</u></a>  <a href="#"><u>Parental leave</u></a>	-	Family allowance in South Tyrol <a href="#"><u>Information</u></a>
		-	-

When submitting your application, you must enclose [Form E 411](#) of the respective other country to prevent an incorrect double payment. The applications should be submitted to the relevant authorities in the respective country.

If you have further questions, please do not hesitate to contact the BVAEB's Competence Centre for Childcare Allowance on 050 405 23870.



You can find the information, forms, links and downloads on the [unikid & unicare website](#)



# COST COMPARISON OF DIFFERENT CHILDCARE OPTIONS



Funding and financial benefits	
Re-entry or completion scholarship (specifically aimed at women)	Amount: one-time payment of €1,000 Submission deadline: November You can find information and application forms <a href="#">here</a> .
One-time financial grant for female students currently in a state of psycho-social crisis	Amount: one-time payment of €380 Submission deadlines: April and November You can find information and application forms <a href="#">here</a> .
Topf Kinderbetreuung Funding provided by the Austrian National Union of Students	Amount: one-time payment of max. €1,200 a year <a href="#">Application form</a>
Sozialtopf Funding provided by the Austrian National Union of Students at the University of Graz	Amount: max. €1,200 per application (single application) max. €2,100 per household application additional €500 for a child with whom you share a household You can find information on prerequisites and the documents you need <a href="#">here</a> . <a href="#">Application form</a>
Additional assistance on top of the flat-rate childcare allowance	Amount: max. €6.06 per day Documents: income statements, birth certificate/acknowledgment of paternity <a href="#">Application</a> with health insurance provider
You can find further information about financial assistance and funding opportunities <a href="#">here</a> .	

Childcare options	
Flexible childcare at <a href="#">Verein M.A.M.A., Attemsgasse 21</a>	<a href="#">You can obtain information</a> on the discounts that are currently available and the required documents for purchasing subsidised blocks from unikid & unicare. Please make an appointment in advance via e-mail <a href="mailto:unikid-unicare@uni-graz.at">unikid-unicare@uni-graz.at</a> .
Regular childcare	Families whose main residence is in Graz can obtain information and support on finding childcare places from the Graz <a href="#">ABI-Service</a> . If you are not yet a resident of Graz or find yourself in need of childcare during the year, please contact unikid & unicare: <a href="mailto:unikid-unicare@uni-graz.at">unikid-unicare@uni-graz.at</a> .
<a href="#">Kids' room in the main library</a>	While you attend courses your partner, fellow students or family members, can use the <a href="#">kids' room in the main library</a> to look after your child/children.

We send out monthly information on offers, events and important deadlines concerning matters relating to work-family balance – in order to receive these, please subscribe to our newsletter: <http://list.uni-graz.at/mailman/listinfo/unikid-news>.

We have taken it upon ourselves to research the average costs of flexible and regular childcare, which you can use as a basis for estimating your own needs and costs.

You can find information about flexible childcare options on our website at <https://unikid-unicare.uni-graz.at/en/unikid/childcare/flexible-childcare/>.

Hours per week	Flexible childcare			Regular childcare	
	M.A.M.A.			Childminders	Nursery
	Standard price at M.A.M.A. €80 per 10-h-block	Subsidy provided by the City of Graz	Subsidy provided by universities/ Austrian National Unions of Students (at M.A.M.A.)	Parental contribution according to family income (City of Graz tariff model)	
~ 15 hours per week	€120 per week €480 per mo.	from ~ €65 per week	€45-75 per week €180-220 per mo.	~ €175	----
20 hours per week	For childcare needs of 20 hours or more per week, regular childcare is recommended.			~ €180 ~ €235	~ €120 ~ €300 (half-day)
30 hours per week				~ €260 ~ €350	~ €110 ~ €400 (full day)
40 hours per week				~ €350 ~ €470	~ €110 ~ €400 (full day)
plus any other costs, such as meal allowance, crafting materials fee, etc.					

Members of the University of Graz can use the subsidy provided by the University as a gentle introduction, a temporary form of childcare or as a bridging solution. For further information please contact [unikid & unicare](#).

## [Subsidy provided by the City of Graz.](#)

PLEASE NOTE: this subsidy cannot be combined with subsidies offered by universities or Austrian National Unions of Students.

How to obtain this subsidy:

- Fill in the form in advance and hand it in to the ABI-Service, together with the required documents – you will then be given a classification of your eligibility to claim the subsidy.
- Send the original version of the stamped record that attests to the fact that you have availed yourself of 20 hours of care to the ABI-Service within the current childcare year.

If flexible childcare is no longer sufficient to cater to your needs, please register your child for a regular form of childcare in good time. You can find all the relevant information and contacts on our website at <https://unikid-unicare.uni-graz.at/en/unikid/childcare/>.



You can find the information, forms, links and downloads on the [unikid & unicare website](#)







University of Graz  
unikid & unicare  
Work-Family Balance Information Centre



Wir unterstützen Vereinbarkeit.  
We support a work-family balance.

Harrachgasse 32, 8010 Graz  
+43 (0)316/380-2168  
[unikid-unicare@uni-graz.at](mailto:unikid-unicare@uni-graz.at)  
[unikid-unicare.uni-graz.at/en](http://unikid-unicare.uni-graz.at/en)

