



GUIDELINES

Career breaks

Staff and Organisational Development

Dear colleagues,

Career breaks, whether in the form of a leave of absence for family reasons (parenthood or providing care), educational leave, sabbaticals or sabbatical semesters, etc., call for good organisation and early planning on the part of both the employer and the employee.

These guidelines have been prepared to support you and your staff leaders from an early stage and to facilitate your return to work when your leave ends.

Your team in Staff and Organisational Development

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1. Career breaks

- Leave of absence for family reasons (parenthood, care, end-of-life care...)
- Educational leave
- Sabbaticals/sabbatical semesters/leave of absence

The earlier and more precisely you are able to plan your break, the less stressful your return to work will be for both sides. Early and systematic planning should help:

- ... maintain contact with the university/colleagues during career breaks;
- ... ensure the flow of information between the university and the staff members concerned;
- ... make the return to work easier for both sides.

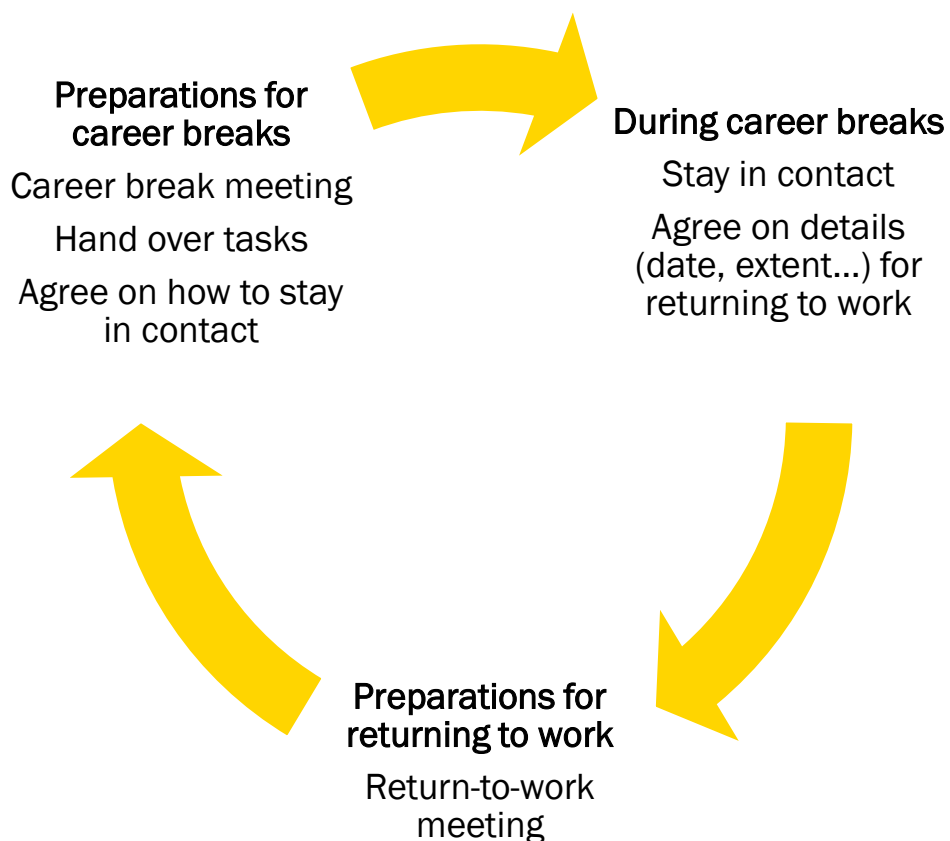


Image 1: Career breaks procedure

2. The career break meeting/The performance review

You can – both as a staff leader and as an employee on leave – arrange to have a performance review (MAG) before your leave of absence. It is recommended to conduct a “career break meeting” within the framework of the performance review. The career break meeting is a certain type of performance review that should take place as early as possible before the planned career break and should cover the following points:

- The duration of the career break and the date of the planned return to work.
- Substitute/replacement possibilities (how long will the training take and who will do it?).
- Is it advisable/preferred to restructure the tasks for the duration of the break?
- Is keeping in contact with the department/institute useful/desirable for the duration of the career break? (If yes, define contact person/s).

In this way, not only can the realistic perspective of professional opportunities at the university as well as agreements on future objectives be discussed during the performance review (MAG), but the most important points for the various leaves of absences can also be clarified. The most important points of the “career break meeting” are digitally recorded by the employee using the MAG tool and confirmed by the staff leader. The staff leader then has a two-year access to the agreed steps regarding leave of absence. “Career break meetings” should be held with both non-academic and academic staff when necessary.

You can find general information on the performance reviews (MAGs) and how to record them at: https://intranet.uni-graz.at/einheiten/850/layouts/15/WopiFrame.aspx?sourcedoc={170054A5-154B-4699-B882-B6F16A6DD654}&file=Folder_appraisal%20interview_web.pdf&action=default.

The earlier the coordination between the employee and the staff leader takes place, the sooner this period can be arranged satisfactorily for both sides.

Orientation questions for employees

- How long can/should my career break last (in the case of maternity/paternity/care leave/part-time work for carers, consider possible marginal employment/possible extension)?
- What deadlines are there to consider regarding my career break?
- How many hours do I want to work after my break (parental part-time work/part-time work for carers)?
- Who will take over my current tasks/projects?
- Which tasks/projects will be handed over?
- Which tasks/projects should be completed before my break?
- Is the restructuring of tasks useful/preferred for the duration of my break?
- Who will be my contact person in the department for the duration of my career break?
- How should the handover be organised?

Orientation questions for staff leaders

- What deadlines are there to consider regarding the career break?
- Will there be a replacement, and from when?
- Is there already a replacement from the same department, or will an external replacement be sought?
- Who is the contact person for the employee and how should the contact be organized?
- Which tasks/projects will be handed over, and to whom?
- Which tasks/projects should be completed before the break?
- How should the handover be organised?
- When should the handover meeting take place and who should attend?

3. Career break meeting – checklist for employees and staff leaders

	What	When	<input checked="" type="checkbox"/>
1.	Get an overview of dates and deadlines (e.g., leave of absence, Maternity Protection Act, parental part-time work regulations, care leave regulations...)		
2.	Find out about remaining holiday entitlements and time credits		
3.	Formulate preferences regarding the employee's leaving and returning to the company		
4.	Substitute – discuss possibilities		
5.	Find a contact person in the relevant department/institute		
6.	Arrange possibilities for the employee to maintain contact with their department		
7.	Arrange handover of tasks / completion of projects		
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4. Handing over tasks

Orientation questions

- Which tasks/projects will be handed over, and to whom?
- Will the substitute also be given new additional tasks/projects?
- Which tasks need to be done in the future and which tasks need to be done now (to-do list, priority ranking)?
- Which tasks/projects still need to be completed (and how)?
- Who are the most important contact persons (both inside and outside the university)?
- What are the deadlines (time limits for completion) for the various tasks/projects?
- Where is the important information stored (drive, folder, etc.) for the different tasks/projects so that the team or the substitute can continue working on them in the most time-efficient way.

If no direct handover is possible, create an overview plan for the substitute so that they can familiarise themselves with your tasks.

Introducing the substitute(s)

- Check the workplace
- (room, table, chair, computer, printer, passwords/authorisations, telephone...),
- Establish contact person in the department to introduce the substitute to the tasks,
- Introduce key contact persons inside and outside the university (face-to-face or via e.g. Skype4Business meeting),
- Discuss overall plan of tasks.

TIP:

- Announce the leave of absence as well as the substitute (via e-mail) to internally and externally relevant persons (Outlook →File →Auto Reply [Out of Office]).
- Please save all important documents and information that could be relevant for the team or your substitute on a shared drive to avoid loss of information.
- Create an overview for the substitute (preferably in a document) with the most important folders in the drive so that they can find their way around in a shared drive as quickly as possible.

5. Ways to maintain contact between the employee and their department

From the point of view of University of Graz, it is particularly important to provide employees on leave with information and opportunities during their career break. They will continue to receive Uni.News and information from the works council by e-mail and there is also the option of selecting UniGrazOnline UNIZEIT as an e-paper (this can be changed at any time).

Another possibility is to agree with a contact person from the department/institute to forward certain information/messages for the duration of the employee's career break.

Thanks to these measures, employees on leave of absence/released from work stay up to date with the latest knowledge regarding the university and can better prepare themselves for the demands of returning to work.

Ways to maintain contact with the employee:

- Send information by post or e-mail (personal mail, UNIZEIT, Uni.News, project reports, information sheets, ...);
- Forward internal minutes (e.g. team meetings);
- Information about ongoing projects at the institute/department;
- Information about changes in their area of responsibility during the career break (e.g. new software);
- Invitations to informal meetings (e.g.: Christmas party, company outing, departmental outing, ...);
- Participation in the internal training programme – the internal education programme is still available while the employee is on leave (general information on this: <https://intranet.uni-graz.at/einheiten/850/services/Pages/Interne-Weiterbildung.aspx>).

Orientation questions for employees

- Who will be my contact person(s) in the department?
- What information do I absolutely want to receive?
- How should the information be passed on (e-mail, post, face-to-face meetings, telephone call...)?

6. Ways to maintain contact between the employee and their department – checklist for employees and staff leaders

	Contacts	Responsibility
1.	Send UNIZEIT	Press office
2.	Send various newsletters (e-mail)	Press office
3.	Notices from the works council	Works council
4.	Invitation to company outings	Works council
5.	Invitation to Christmas party	Staff leader
6.	Invitation to department and institute outings	Staff leader
7.	Retrieve or redirect e-mails with the "webmail" function Online information available at http://it.uni-graz.at/de/fernzugriff/e-mail/	Employee
8.	Activate out of office notification in your e-mail account	Employee
9.	Send the internal continuing education programme	UNI for LIFE
10.	Newsletter unikid & unicare (service helping parents and family carers combine work with care responsibilities)	unikid & unicare
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7. Marginal employment during a leave of absence and mobile working

It can also be agreed between the employee and the staff leader that the employee will still work during their leave of absence – to the extent of marginal employment (€ 485.85 [as of 2022]). This is a legally independent employment contract and exists in addition to the employment contract for the employee on leave of absence. However, there is no entitlement to marginal employment during a leave of absence.

If a marginal employment contract is entered into in addition to the employment contract for an employee on a leave of absence, a separate holiday entitlement arises for this employment contract (there is no holiday entitlement based on the leave of absence).

Advantage of marginal employment even during a leave of absence:

- Easier reintegration after the end of the leave of absence;
- Employees remain in contact with colleagues;
- The training for substitutes is made easier;
- It is possible to use the know-how of the employee on leave of absence;
- Employees on leave of absence stay up to date.

There is the option of using **mobile working (model c)**, provided that the employee has agreed to marginal employment with the staff leader (information on mobile working): <https://intranet.uni-graz.at/einheiten/850/services/Pages/Mobiles%20Arbeiten.aspx>). This working model allows employees to work up to 100% of the working hours of marginal employment per week at a workplace of their choice (e.g., at home) (suitable in terms of ergonomics and data protection). However, it is also possible to agree on a lower percentage of mobile working with the staff leader (e.g. dividing working hours 50:50 between the university and mobile working).

If you would like to receive information about childcare services offered by the University of Graz during marginal employment, please contact unikid & unicare via e-mail.

8. Further training during parental leave or maternity/paternity leave.

Parental leave or part-time parental work is often used for professional development. This can be advantageous for re-entry into working life. An efficient time management is essential for a professional development while parental leave or part-time parental work.

In the course of the career break meeting, you can ask your manager whether financial support for further training during maternity/parental leave is possible. Maybe your department/institute will benefit from the new additional qualification.

In principle, educational leave and baby break can also be combined, but for this you must have the eligibility requirements checked with the AMS.

Please note that during periods of maternity leave (for reasons of employee protection), no further training may be attended via the employer.

9. The return-to-work meeting/The performance review

It is also important to arrange a performance review after your return. Part of the performance review should also include the return-to-work meeting. The “return to work meeting” helps the employee on leave of absence to reintegrate back into the workplace after the end of their career break and should be conducted in the first few days or within the first six weeks after returning to work.

Orientation questions for employees

- What information and/or support do I need?
- Do I need to complete any additional training?
- What are my tasks – are there any new tasks?
- What are my next tasks (consider necessity and urgency)?
- What changes have been made?
- Do I have new colleagues?
- Do I need care provisions with regard to family care responsibilities so I can return to work?

Orientation questions for staff leaders

- What support does the employee need? Who can provide this support?
- Who should be involved in the initial discussion besides me? (e.g. team colleagues who need to agree on tasks, or share information...)

- Tasks – which tasks need to be managed in general? Has anything changed during the career break (e.g. technical changes, new programmes)? Which tasks need to be done in the near future and which tasks need to be done now (necessity and urgency; precise deadlines)?
- Have there been changes in the department in general or in the area of responsibility (specifically)?

Re-introducing the person after their leave

- Check the workplace (room, table, chair, computer, printer, passwords/authorisations, telephone...).
- Announce the end of the substitution/the employee's return to work (by e-mail) to internally and externally relevant persons.

Helpful counselling services

- The university contact point **unikid & unicare** (<https://unikid-unicare.uni-graz.at/en/>), offers information and support on all questions related to combining work with active care of minor and/or dependent relatives. Arrange a meeting to find out in advance about options and offers that may be helpful to you, your family and your professional life.
- If a potential conflict situation arises in the course of your return to work, both the staff leader and employees can confidentially contact the **Conflict Support Office** (information on this: https://intranet.uni-graz.at/einheiten/vertrauensstelle/Pages/about_regina_lammer.aspx).
- If personal conflicts (e.g. anxiety, worries...) arise due to an employee's return to work, the employee concerned can confidentially contact the **life and social counselling service** at the University of Graz (information on this: https://intranet.uni-graz.at/einheiten/850/layouts/15/WopiFrame.aspx?sourcedoc={63F1645F-A89A-4A4A-AE22-290D7E48E66A}&file=Beratungsstelle_Folder_en.pdf&action=default).
- There are different types of career breaks: from sabbatical, parental leave, educational leave to part-time educational leave. These time-outs can be used to actively further one's education, network or redesign one's career path. **TIMEOUT** helps employees to get back to work in the best possible way after career breaks (keyword employees: fixed-term contracts). It is a program that offers a variety of services such as counseling, information and networking events, workshops, and a special mentoring program for parents on maternity leave. The offers of the program can be used by employees and students of the University of Graz free of charge. More information: <https://klug.uni-graz.at/de/2/timeout/>



NOTE

Of course, the leaving and return-to-work meetings can be conducted separately from the respective performance review.

10. Return-to-work meeting – checklist for employees and staff leaders

	What	When	<input checked="" type="checkbox"/>
1.	Overview of tasks/presentation of new projects		
2.	Tasks – urgency and importance		
3.	Overview of changes in the area of responsibility		
4.	Necessary training		
5.	Handover meeting with the substitute and/or colleagues, the staff leader, ...		
6.	Introduction to new networks/presentation of new contacts		
7.	Plan your return to work to suit your family circumstances. Look for a suitable type of childcare/care in good time and allow time for settling in.		
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11. Legalities

Parental leave

What are the preconditions for parental leave?

The employee must live in the same household as the newborn child. A leave of absence cannot be taken if the employee concerned has a free service contract or a contract for work and services – it must be a “genuine employment contract”.

How long can I take parental leave?

The lower limit for a parental leave is two months, the upper limit can be extended to the child's second birthday. This second birthday also counts as the first day of work.

Can the parental leave be extended?

If the upper limit of the parental leave has not been reached, the leave of absence may be extended just once, but this must be announced three months before the end of the original parental leave (or two months if the duration is less than three months).

It is not possible to take parental leave longer than the day before the child's second birthday! However, it is possible to extend the parental leave by mutual agreement if you take unpaid leave. There is no legal claim to this. Unlike a parental leave, childcare allowance can be claimed for a maximum of 36 months.

What happens in the event of a new pregnancy?

The father's paternity leave is not terminated by this; however the mother's maternity leave ends with the new term of protection.

What special types of parental leave are there?

1. Alternating between the parents

It is possible for the parents to alternate twice, however this does not change the maximum duration of the parental leave. At the time of the first alternation, both parents can take one month of joint parental leave. However, the maximum duration of the parental leave is then also reduced by this one month. A corresponding announcement must be made three months before the start of the parental leave of the other parent. The parental leave of one parent must be at least two months and must directly follow the parental leave of the other parent, as long as they don't overlap once. The following options are possible:

- First parent – second parent
- Second parent – first parent
- First parent – second parent – first parent
- Second parent – first parent – second parent

An overlap of more than one month is possible if the first parent applies for private leave for the second overlapping month. There is no legal claim to this. If this is the case, it should be noted that this private leave should last at least one month and one day, as otherwise the social security contributions of both the employer and employee have to be paid by the employee themselves (private leave of less than one month).

2. Deferring parental leave

It is possible to save up three months of parental leave until the child's seventh birthday or until the child starts school at a later stage. In that case, the parental leave would end three months before the child's second birthday. If both parents save up three months of parental leave each, the parental leave will end six months earlier.

The requirements of the company and the reason for saving the parental leave must also be taken into account.

3. Leave of absence when employee is unable to work

If the parent taking care of the child is unable to do so for a mentionable period of time due to an unforeseen and unavoidable event, the other parent will be granted a leave of absence due to their resulting inability to work for the duration of the time in which the first parent cannot care for the child. This leave of absence lasts at most until the end of the child's second year.

An unforeseeable and unavoidable event includes, for example, the death of the first parent, a stay in a sanatorium or nursing home, the serving of a prison sentence, the serious illness, or if they cease to live in a joint household with the child.

Can adoptive or foster parents also take parental leave?

Yes, if an employee has adopted a child under two years of age (adoptive parents) or has taken a child into gratuitous care with the intention of adopting (foster parents).

Do periods of parental leave count as a period of service?

Periods of parental leave will be fully taken into account for entitlements based on period of service with the same employer. Moreover, this full credit applies to each child. With regard to pensions, the following should be noted: the parent who actually and predominantly cared for the child can have child-raising periods credited per child (up to 48 months or 60 months in the case of multiple births). The monthly contribution base for child-raising periods is € 2.027.75 (as of 2021), which is also taken into account for the pension account. If another child is born before the fourth birthday of the previous child, the child-raising period of the previous child ends with the start of the child-raising periods of the new child. If there is also gainful employment during the child-raising period, the fixed amount of the child-raising periods (up to the maximum contribution basis) can be added to the contribution basis of the gainful employment for the pension.

How is the holiday entitlement regulated?

The holiday entitlement is only pro rata in the respective year of service in which the leave of absence is taken, i.e. only to the extent corresponding to the service year less the time of the leave of absence. However, the statutory entitlement to pro rata holiday time for the current holiday year only exists if, at the time the general employment prohibition begins, the holiday entitlement has not already been used up. Holiday entitlement is calculated for the duration of the general employment prohibition period. Similarly, the deduction period for unused holiday days is extended by the duration of the parental leave, i.e. the holiday entitlement cannot be lost during the leave of absence.

When must holiday entitlement not be factored in?

This must not happen if the holidays have been consumed before the term of protection. The employer and the employee can also reach an agreement before the birth that provides for the use of holiday days after the term of protection and before the parental leave.

Can I be dismissed or fired during my parental leave?

Consent from the court must be obtained for this.

How long does this protection against termination of employment and dismissal by the employer last?

The protection against termination of employment and dismissal by the employer ends four weeks after the parental leave, or after the partial leave if part-time parental work does not follow the parental leave. The employer cannot terminate the employment until after the expiry of the protection period against termination of employment or dismissal by the employer. The notice period begins at this point. If the parental leave is not taken, the employee is protected until the expiry of four months after childbirth.

Can I work during my parental leave?

Can I work during my parental leave:

- Full parental leave with marginal secondary employment

During your parental leave, you are allowed to take up marginal employment. This may be taken up with the same employer or with another employer. The remuneration must not exceed the marginal earnings threshold. During parental leave, the employee may also agree with their employer to work above the marginal earnings threshold, but for a maximum of 13 weeks per calendar year (if the parental leave lasts from 1 January to 31 December).

If the parental leave does not last a full calendar year, such employment above the marginal earnings threshold can only be agreed on a pro rata basis.

- Parental part-time work

Under certain conditions, the employee has the right to reduce their working hours until the child's 7th birthday or until the child starts school at a later stage. The working hours must be reduced by at least 20% of the normal working hours, but at least 12 hours per week. The extent and location of part-time work may be changed once.

- Normal part-time work

The distinction between normal and parental part-time work depends on the intention of the parties; in particular, an expiry date speaks in favour of parental part-time work. Part-time work outside of parental part-time work is usually only agreed in these cases when the maximum duration of parental part-time work has already been reached or if an amount of hours deviating from the provisions of parental part-time work is to apply. There is no legal claim to this.

What happens when the parental leave is over?

The employee continues to be employed in the same position; other arrangements may, of course, be agreed.

“Early leave – parents’ month, early paternity leave”

Who is entitled to this early leave?

Based on the relevant University Operating Agreement, all employees of the university who are subject to the Collective University Agreement are entitled to take the early paternity leave if they fulfil the other requirements; the same applies to contractual employees according to the Contractual Employment Act (VBG) and civil servants according to the Civil Servants Employment Act (BDG). The legal basis for this can now also be found in Section 1a of the Paternal Leave Act (VKG).

When is an employee entitled to this early leave?

On request, an employee will be granted leave without pay of up to 31 days for the period from the birth of the child or, in the case of multiple births, of the children until the end of the mother's general employment prohibition period or at the latest until the completion of the child's/children's third month of life, if the employee lives with the child/children in the same household. In this case, the previous social security protection remains in force, with the university assuming the entire burden of contributions. The joint household is only established after the hospital stay. Before that, there is no entitlement to early leave, but the employee may be entitled to special leave (three working days).

When must the start of early leave be reported?

According to the Collective University Agreement, the employee must notify the university of the start and duration of their early leave (at the latest) one month before the intended start and explain the circumstances giving rise to and ending the claim. The exact date of the start of the leave must be reported no later than one week after the birth.

How is early leave treated legally?

Like parental leave, it does not shorten the paternity leave. The time is also counted for seniority rights. However, if a family time bonus is claimed, it reduces the childcare allowance of a later paternity leave.

What financial benefits can an employee receive during early leave?

Entitled employees can receive the family time bonus in the amount of €22.60 per day, i.e. approx. €700 (as of 2022) for 28, 29, 30 or 31 calendar days during early leave. However, this amount will be deducted if the parent receives a childcare allowance at a later date. When planning early parental leave and determining the days when the family time bonus will be collected, the two claims must be exactly coordinated. This means that the selected period of entitlement to the family time bonus must correspond exactly to the leave of absence taken as early leave!

When does early leave end prematurely?

Der Karenzurlaub endet vorzeitig, wenn der gemeinsame Haushalt mit dem Kind aufgehoben wird.

Care leave/Part-time work for carers

What is care leave/part-time work for carers?

Care leave/part-time work for carers may be agreed in writing between the employer and the employee for the purpose of caring for and/or looking after close relatives if the close relative is entitled to a care allowance equivalent to level 3 or higher under the Federal Care Allowance Act (or care allowance level 1 in the case of close relatives who are minors or suffer from dementia). The official notification on the recognition of the care allowance must be available at the start of the care leave/part-time work for carers.

For how long can care leave/part-time work for carers be granted?

At least one month up to three months. A new agreement/extension is possible if the need for care increases.

Starting **1 January 2020**, employees in companies with more than 5 employees have a legal right to two weeks of care leave/part-time work for carers. As soon as they know the date of the start of the intended care leave, they must inform the employer. On request and within one week the employee must substantiate both the relative's need for care (care level 3 or in some cases, care level 1) and the relationship between the relative and the employee.

What framework conditions must be observed?

The employment relationship must have lasted for three months without any interruptions and the agreement must be concluded in writing. If care leave is granted, then the regular salary is not paid. As soon as either the care leave or part-time work for carers has begun, the other model can no longer be agreed for the same person to be cared for. In the case of care leave, the employee is covered by health and pension insurance through the federal government. In the case of part-time work for carers, the amount of work must be at least ten hours per week.

What financial support is available?

During care leave or part-time work for carers, care leave allowance can be collected. In principle, the benefit is limited to three months; however, if the care allowance level is increased, it is possible to collect it again. The Ministry of Social Affairs Citizens' Service has the right to grant, withdraw or reassess the care leave allowance.

What must be included in the written agreement?

The agreement must include the start and duration of the care leave. When agreeing on care leave, both the interests of the employee and the requirements of the enterprise must be taken into account. The competent works council must be involved in the negotiations upon request.

Is the employee permitted to request an early return to the original normal working hours?

Yes, if the close relative

- is admitted to inpatient care, care in a nursing home or similar institution,
- is cared for or supervised by another carer on a more than temporary basis, or
- passes away.

The employee may return at the earliest two weeks after giving notification of the occurrence of the reasons mentioned.

Who is considered a close relative?

Close relatives are:

- The spouse and their children
- Parents, grandparents, adoptive, step and foster parents
- Children, grandchildren, stepchildren, adopted and foster children
- Life partners and their children
- Registered partners and their children
- Siblings and
- Parents-in-law and children-in-law

A joint household with the close relative is not required for the claim.

Family hospice leave/part-time family hospice leave

What is meant by this?

The employee may request a reduction, a change in the normal working hours or time off where the regular salary is not paid for the purpose of providing end-of-life care to a close relative or support for a seriously ill child.

Who is a close relative?

End-of-life care can be requested for

- Spouses and their children
- Parents, grandparents, adoptive parents, step-parents and foster parents
- Children, grandchildren, adopted and foster children
- Life partners and their children
- Registered partners and their children
- Siblings
- Parents-in-law and children-in-law

It is not necessary to live in a joint household with the relative. Several relatives – even if they work in the same company – can make use of end-of-life care leave at the same time. Health and pension insurance is covered by the federal government.

For how long can end-of-life care leave be granted?

For a specific period not exceeding three months. A one-time extension to six months per case is possible.

What must be considered when providing support for seriously ill children?

The same measures as for end-of-life care can be applied when providing support for seriously ill children living in the same household (biological child, adopted or foster child, stepchild, child of the partner, child of the registered partner). There is no age limit.

Support time can be requested for up to five months, an extension to a total of nine months per case is possible (likewise, two further extensions to a total of 27 months are possible) if further medical therapy is necessary.

What information must be provided/submitted?

The planned procedure, its start and duration must be announced in writing.

The employee must substantiate the reason for the procedure and its extension as well as the family relationship. If the employer requests it, a written certificate of the family relationship must be submitted.

When can family hospice leave begin?

Family hospice can start at the earliest five working days (the extension at the earliest ten working days) after receipt of the written notice. The leave will become effective unless the employer files a complaint against the effectiveness of the measure and its extension with the competent labour and social court within five working days (in the case of an extension within ten working days) of receipt of the written notification.

Is there financial support available?

Persons taking family hospice leave are legally entitled to care leave allowance. The application for the care leave allowance must be submitted to the Ministry of Social Affairs Citizens' Service within 14 days of the start of the family hospice leave at the latest.

What happens when the employee is no longer providing end-of-life care or support for a seriously ill child?

The employee must immediately notify the employer if they are no longer providing end-of-life care. Employees may request a premature return to their original normal working hours two weeks after they cease to provide end-of-life care or support for the seriously ill child. Likewise, the employer may demand the premature return of the employee in the event that they are no longer providing care, unless justified interests of the employee conflict with this.

Educational leave/part-time educational leave**What is educational leave/part-time educational leave?**

Educational leave allows the employee to take time off for continuing education while remaining employed, or to reduce their normal working hours.

For how long can educational leave be granted?

At least two months up to one year. Part-time educational leave can be agreed for a period of four months up to two years.

Can an additional educational leave/part-time educational leave also be agreed?

Yes, an additional educational leave/part-time educational leave can be agreed at the earliest after the expiry of four years from the start of the last educational leave/part-time educational leave (framework period).

Can the educational leave/part-time educational leave also be agreed in parts?

Yes, whereby the duration of one part must be at least two months or four months, respectively, and the total duration of the individual parts may not exceed one year or two years, respectively, within the framework period, which begins with the start of the first part of the educational leave. This means that the individual parts are to be consumed within the four-year framework period.

What framework conditions must be observed?

An uninterrupted, non-marginal employment relationship with the same employer for at least six months. If educational leave is granted, then the regular salary is not paid. Additional income is permitted up to the marginal earnings threshold. In the case of part-time educational leave, it is possible to reduce the number of hours by 25-50%, but the weekly working time must be at least ten hours.

What should be taken into account in the agreement?

When agreeing on educational leave/part-time educational leave, both the interests of the employee and the requirements of the enterprise must be taken into account. The competent works council must be involved in the negotiations upon the employee's request.

What is the financial situation?

If the prerequisites are fulfilled, in particular if the specified scope of training is completed, a further training allowance will be paid. Further details are available from the Austrian Public Employment Service (AMS).

Private leave

What is private leave?

Private leave allows employees to take time off from work with an ongoing employment contract but without remuneration.

When is a private leave possible?

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.

Sabbatical

What is a sabbatical?

A sabbatical is an extended leave of absence from work that allows for a period of paid time off by maintaining working hours and at the same time reducing remuneration over a longer period of time.

Where can I find regulations on sabbaticals?

The Collective University Agreement authorises the conclusion of a University Operating Agreement that sets out more detailed regulations on sabbaticals. Such a University Operating Agreement already exists for non-academic university staff and also applies to employees under the Contractual Employment Act (VBG). The Civil Servants Employment Act (BDG) also contains regulations on sabbaticals.

What are the provisions of the University Operating Agreement?

The University Operating Agreement provides for different variants of a sabbatical. The employment relationship with the university must have been for at least 5 years without interruption.

The framework time, the time off and the reduction of remuneration are regulated in each case. A corresponding application must be submitted at least 3 months before the start of the framework period (be received by the Human Resources Department). At the time of application, the extent of employment must be at least 50% of the normal weekly working time of 40 hours (20 hours).

There are basically two models

- Small model – short-term variant
The framework period is a maximum of 15 months, the time off period is one month or three months..
- Large model – long-term variant
The framework period is a maximum of 60 months, and the time off period six months or twelve months.

The time off period cannot be divided and is to be agreed in each model variant in such a way that at least half of the framework time has already been completed at the time of commencement of the time off period.

Study leave

What is a study leave?

In accordance with section 33 of the Collective University Agreement, after every seven years of uninterrupted employment with the university concerned, academic university staff will be entitled to a leave of absence from work for teaching or research purposes or for purposes of the advancement and appreciation of the arts for up to six months. Such a leave of absence can only be considered if there is no important official reason to the contrary.

Who can claim it?

- University professors
- Assistant professors
- Associate professors
- Senior scientists
- Senior artists
- Senior lecturer

What are the general conditions?

The time and duration of the leave of absence must be agreed with the university. This agreement will also specify the objectives of the teaching and research/artistic activity or continuing education.

Leaves of absence

Who is eligible to take a leave of absence?

Leaves of absence are possible for academic staff for research or teaching or to participate in an academic event.

What types of leaves of absence can be granted?

- For a period of up to one month, a leave of absence may be granted with retention of remuneration.
- For a period of more than one month, the leave of absence can be with or without pay.