

household, to doctor's appointments or medical examinations, an application may be made for special leave, independently of the statutory right to leave of absence for care obligations.

Read more: [Operating Agreement, section on special leave/inability to work](#)

To be filled in: [Application](#)

Other regulations of the University of Graz

Care day release

When an employee applies for leave of absence for care obligations for adult and elderly family members the University of Graz does not insist on checking that they are members of the same household. It is essential, however, to attach a statement on the relative's need for care.

To be filled in: [Application](#)

Attachment: [Doctor's appointment](#) or [statement for leave of absence for care obligations](#)

Directive on Mobile Working

Mobile working is a form of organising work outside the official workplace at a location chosen by the employee, making use of information and communication technology.

Non-academic and academic staff members whose place of work is the University of Graz ("residency requirement") may request approval for mobile working. (There is no residency requirement for assistant professors, associate professors, associate university professors or university professors.) Mobile working is not permitted for student employees.

Models:

- Time-flexible mobile working
- Fixed-time mobile working
- Short-term marginal employment during parental leave

Read more: [Directive on Mobile Working](#)

Further information: [intranet page](#)

To be filled in: [electronic application](#)

uniHELP

Platform for conflict management, psychosocial counselling, crisis management and other specialised forms of support and assistance: [uniHELP](#).

Feedbackbox 1111

The Feedbackbox for employees is a way to give constructive feedback on administrative procedures, forms or services with the aim of facilitating improvements: [Feedbackbox](#) or extension 1111.

FocusYou

An overview of services and discounts available for employees of the University of Graz: [FocusYou](#).



Do you have this extra sheet without the related brochure?

Here you can find

[the unikid brochure](#) | [die unikid-Broschüre](#)
[the unicare brochure](#) | [die unicare-Broschüre](#)

Information and links are also available on the [unikid & unicare website](#).

University of Graz

unikid & unicare

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



EXTRA SHEET FROM THE UNIVERSITY OF GRAZ



Here you can find a list with brief descriptions of internal regulations and service points at the University of Graz. Links are underlined in yellow.

[unikid & unicare - University Work-Family Balance Information Centre](#)

If you are studying, teaching, researching or working at the University of Graz and have active family care responsibilities, whether for children, young people, adults in need of short- or long-term care, or elderly relatives, you are stretched on a daily basis: every aspect of life – your career, your studies and your family – needs your full attention.

In any situation where balancing these demands is a challenge, we can research options for you, make organisational arrangements, and provide information and support. If questions arise, please [contact unikid & unicare via e-mail](#).

"Hallo Baby" for new parents and Welcome Package for international families

New parents and international families who have just arrived in Graz receive a friendly and informative welcome gift. It contains interesting facts about family organisation, childcare and compatibility, legal and financial aspects, as well as some useful and practical surprises.

Kids' room at the University of Graz

The new University Library includes a [social space](#) for the stay of children accompanied by adult carers. Please contact unikid & unicare to arrange access.

There is no organised childcare in the kids' room. If you need childcare by the hour so that you can teach or attend courses, or to allow you to concentrate on your work or studies, please contact [unikid & unicare](#) for more information.

University childcare centres

Childcare has been available at the University of Graz since 1974.

6 nursery groups and 4 kindergarten groups are subject to the pricing and eligibility conditions set by the City of Graz. The main requirement for registration at a childcare centre in Graz is a main residence in Graz. The costs are staggered according to family income based on the municipal tariff model. Preference is given to children of employees and students at the University of Graz and the University of Music and Performing Arts Graz.

There are also two university childminders who offer childcare without the requirement for a primary residence in Graz. They are subject to the pricing structures set by the province of Styria.

Please note that university affiliation does not guarantee you admission to one of these facilities, as admission is granted on the basis of the number of places available at the centre, as in all facilities in Graz.



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Further service departments at the University of Graz

Employees’ Council for Non-academic University Staff (BRAup)

The Employees’ Council is an advisory service for non-academic university staff. It addresses your concerns and provides advice and practical assistance. Contacts and discounts available from Employees’ Council can be found on the intranet and through [FocusYou](#).

Employees’ Council for Academic University Staff (BRwiss)

The Employees’ Council represents the legal, economic, social, health and cultural interests of academic staff. The Council offers an ongoing range of campaigns and discounts which may also be of benefit to employees’ families.

Occupational medicin

The aim of our occupational health service is to provide appropriate advice to help maintain, improve and support your health and safety at work.

Health promotion in the workplace (BGF)

Health promotion is a key element of an enhanced working atmosphere. The employee health promotion scheme offers various programmes and activities to support physical and mental health.

DocService

The DocService at the University of Graz is a centre of excellence, service point and information hub for issues specific to doctoral candidates. It offers workshops, counselling and support services particularly for doctoral candidates and doctoral supervisors.

PostDoc office

The PostDoc office helps postdoctoral researchers to establish productive conditions for their work and to pursue further professional development. It offers workshop and event programmes, coaching sessions, information, networking opportunities and grant funding.

Office of the Working Group for Equal Opportunities (AKGL)

The Working Group on Equal Opportunities advises on discrimination (including harassment) with regard to gender, ethnicity, religion, ideology, age, sexual orientation in the university context and is granted information, control and participation rights.

Coordination Centre for Gender Studies and Equal Opportunities

This centre supports gender equality, promotes and strengthens gender studies and awareness-raising, working for fair, diversity-sensitive and tolerant interactions amongst all members of the University of Graz.

Its work is supported by an interdisciplinary scientific advisory board.

Re-entry or completion scholarships

The University of Graz provides scholarships for women and a one-time financial grant for female students in the midst of a psychosocial crisis.

Welcome Center

The Welcome Center provides information and services for international employees, visiting researchers and prospective international students before and during their stay at the University of Graz.

Dual Career Service (DCS)

The Dual Career Service assists newly appointed professors, junior academics, artists and administrative managers from abroad and their partners with questions related to moving to Styria.

Event Management

The central contact point for events organisation. The [Events Handbook](#) lists services available to employees and external persons if they are organising events at the University of Graz. Information on childcare at academic events can be found on the relevant [unikid & unicare fact sheet](#).

Psychosocial Counselling

The Psychosocial Counselling provides support and relief of professional and private problems, or in decision-making/conflict situations, which have their origin in the professional world or have a retroactive effect there. Increased personal pressure, psychosocial and/or psychosomatic problems can be discussed and processed here in a strictly confidential setting..

Counselling Services for Academic & Administrative Staff

The counselling service for employees of the University of Graz intends to support and relieve employees in their working environment. Personal conflicts that seemingly have their roots at work but can often be traced to deeply private circumstances, can be discussed in a confidential setting.

Operating Agreements at the University of Graz

Financial support/advance on salary

If difficulties arise through no fault of your own, or in other deserving cases due to personal, family or economic situations, or as a result of exceptional circumstances, financial assistance or an advance salary payment may be granted.

IMPORTANT: Please submit your request promptly.

Income threshold for assistance is €1,500 net per month (threshold increases if there are children in the household).

Read more: [Operating Agreement, section on financial support/advance on salary](#)

To be filled in: [Applications](#)

Flexible working hours (non-academic staff)

The University of Graz offers some options to improve the compatibility of family life and work. In consultation with your supervisor you can arrange flexible working hours, within the flexitime framework. Attendance is mandatory within the core hours. In addition, individual agreements may be made about working hours for employees with care responsibilities for children in their household or for close relatives. Exceptions to the agreed flexible working hours are also possible, such as compressing working hours into fewer days, changing the flexible working hours framework, changing the core hours or agreeing fixed working hours.

Read more: [Operating Agreement, section on flexible working hours](#)

Further information: [working hours and time records](#)

To be filled in: [Applications](#)

Mobility and allocation of parking spaces

The University of Graz actively supports sustainable mobility. This includes public transport, cycling and other forms of sustainable and climate-friendly mobility. In addition to discounts on public transport, park & ride and bicycles, the university takes social factors into account when allocating parking spaces, e.g.:

- care responsibilities for small or school age children, up to the end of primary school.
- care responsibilities for dependent relatives (not including visits to care homes).
- in the event of difficulties due to injury or a temporary need for care, special permission can be given for a maximum of three months. Requests must be made by e-mail (no form required), with an attached medical statement from the occupational health service, to mobilitaet@uni-graz.at.

Read more: [Operating Agreement, section on mobility and parking space allocation](#)

Further information about Uni-bikes, the ticket offered by Holding Graz and Park & Ride: [Uni on the move – Mobility 3.0](#)

Information about parking spaces: [parking permits](#)

Early paternity leave/parent month

Early parental leave/parent month is a leave of absence available to employees for up to one month between the birth and the end of maternity protection leave, subject to suspension of pay.

The employment relationship and insurance cover remain in force, but the employee does not accrue any holidays.

Please note the following conditions:

- Joint household with the child.
- Notice is given well in advance.
- Timely notification of the specific starting date for leave (one week after delivery at the latest).

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).

Read more: [Operating Agreement, section on early parental leave/parent month](#)

Further information: [Family time bonus](#)

To be filled in: [Application](#)

Sabbatical

As an individually arranged form of break from paid employment, the University of Graz offers employees the option of various different models of sabbatical. This may be used for recuperation, dealing with family matters or to pursue projects of personal interest. A sabbatical is based on mutual agreement between the employee and the University of Graz.

Read more: [Operating Agreement, section on sabbaticals](#)

Further information: [Guidelines career breaks](#)

To be filled in: [Application](#)

Special leave/inability to work

Employees of the university may request special leave for important personal or family reasons or in other special cases. In the case of special leave the employee remains entitled to full remuneration.

For example, if an employee needs to accompany a close relative (grandparents, parents, children, grandchildren, siblings or stepchildren who do not live in the same household) or other relatives living in the same