Family-Friendly University
Studies or Occupation with Family at Clausthal University of Technology
Guidelines for Compatibility of Studies or Occupation at Clausthal University of Technology
The following institutions have been involved issuing these guidelines in view of compatibility:

Service Point of Family-Friendly University

Department 1 – Budget and Finances

Department 3 – Personnel Management

Department 5 – Studies Centre

Gender Equality Office of TU Clausthal

Data Processing Centre of TU Clausthal

International Centre Clausthal (IZC)

TU Clausthal thanks all external institutions for their participation in realising these Guidelines:

All information has been thoroughly researched. However, TU Clausthal cannot be made liable for its correctness and completeness. Exclusively the corresponding authorities are competent to give legally binding information. Version: 2012
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Introduction

Dear Families of Clausthal University of Technology,

The compatibility of studies or occupation and family is a great challenge and often a balancing act between professional and private needs and requirements. Clausthal and the region provide an abundance of offers for families – be it the help and support in daily life or the provided offer of education and leisure opportunities to realise a better compatibility.

These Guidelines of TU Clausthal will support you finding the institution to address to, when you have questions on issues like parental leave and parents money, child care, child-raising and development and much more. It provides you with extensive information on your rights, duties, possibilities and contact partners to design your daily life individually.

In any case you should benefit of the advantages of our small university to have personal talks. You may clarify very individual questions and issues and your requirements can be met in a better way. Often it is possible to find new solutions and ways which are nowhere written down, but are tailor-made to fit your personal situation. Do not hesitate to contact the corresponding persons or institutions.

Prof. Dr.-Ing. Volker Wesling,
Vice-President for Research and Technology Transfer
1. Financial

Provisions for Students, Apprentices and Employees

The financial burden arising from family tasks is significant. However, there are numerous possibilities to secure funding. Some variations of financing will be explained more detailed in the following.

a) Benefits Pursuant to Maternity Protection Act

During the maternity period a maternity benefit is paid, when the mother is employed at the beginning of the period, this also applies for minor employment. It serves to compensate the loss of income incurring during the maternity period. Usually the maternity benefit can be obtained with the beginning of the maternity period, ordinarily 6 weeks before and 6 weeks after giving birth. For early births and multiple births the period will be extended by 4 weeks.

Female students or scientists with temporary contracts, who do not have an employment contract when the period starts, are not entitled to obtain maternity benefits. They will be only entitled to obtain parents money beginning with the day of birth for 12 respectively 14 months, please compare with Chapter Parents Money.

Mothers who have taken out a private or family insurance will only obtain a maternity benefit at the amount of maximally 210 Euro from the Bundesversicherungsamt (federal social insurance authority). This sum will not be set off against the parents money. In this case the same applies, if the net pay was more than 210 Euro, the difference amount will be paid by the employer.

You will get more detailed information on maternity benefit and how to apply for at your health insurance or on the websites of the Bundesversicherungsamt: www.mutterschaftsgeld.de

b) Parents Money

Everyone having his/her residence or usual stay within the Federal Republic of Germany is entitled to get parents money. You do not have to be employed to be entitled to. All parents are entitled who:

– take care and educate their children after birth themselves
– do not work more than 30 h/week
– live with their children in one household

The amount of the maternity benefit is determined by the type of insurance and the average net pay. Mothers being insured with a statutory health insurance will get up to 13 Euro/day of maternity benefit from the health insurance. In the event of a higher net pay the employer will take over to pay the differential amount to the average net pay (referred to the last three settled calendar months).

Parents Money can be obtained beginning with the birth of a child until 14 months after birth. That means both of the parents may share the period freely between them. The benefit can be paid two months and maximally 12 months to one parent respectively.

Single parents obtaining Parents Money to compensate the loss of income, can receive the benefit for a period of full 14 months due to the missing partner.

In addition the Parents Money can be extended to the double number of months while having

Sources: Familien-Wegweiser des Bundesministeriums für Familie, Senioren, Frauen und Jugend, Wegweiser für Eltern an niedersächsischen Hochschulen und Internetseiten des Bundesversicherungsamtes und einige Krankenkassen, Familienbegleitbuch
The amount of the Parents Money will be determined by the average net income of the last calendar months prior to the birth of the child. While determining and limiting the 12 calendar months the months during which the recipients have obtained Maternity Benefit or Parents Money as well as months during which the income had been reduced basing on pregnancy-related illness, will never be taken into account. This also applies for months during which income has not been obtained basing on military service or civilian/ alternative service times. Instead of these months the months dating back to the periods before will be taken into consideration.

The amount of the Parents Money will replace a previous income of under 1200 Euro at 67 percent and for a previous income of more than 1240 Euro at 65 percent of the loss of income. Parents Money will also be paid in any case at an amount of 300 Euro at the minimum and 1800 Euro at the maximum. The minimum Parents Money of 300 Euro will be paid to all those who will take care of their child themselves after birth and will only work 30 hours a week; for instance to students, housewives and house husbands and parents, who did not work because they took care of elder children. Families with more than one child may obtain a so-called sibling bonus. The due Parents money will be increased by ten percent, actually at minimum by 75 Euro a month. The minimum amount will be also increased from 300 Euro to 375 Euro a month, whereas specific age limits have to be observed.

Students and parents who study or learn a profession are entitled to obtain Parents Money as well. The respective apprenticeship or studies do not have to be interrupted.

As a basic principal the Parents Money will be completely taken into account in view of Unemployment Benefit II (Arbeitslosengeld II), Social Benefits and Supplementary Child Allowance. Parents, who have had an income prior to birth, will however obtain a tax exemption in view of the Parents Money. The tax exemption in view of the Parents Money will correspond to the income prior to birth and will be 300 Euro at maximum. Up to this amount the Parents Money will not be taken into account when receiving unemployment benefit II, social benefits and supplementary child allowance and is made available to the families in addition to these benefits.

Parents Money must be applied for in writing. Each parent may apply for the parents money once. The respective application can be changed once without mentioning reasons and in addition in cases of hardship. The application does not have to be filed immediately after birth of the child. Retroactive payments will however be only accepted for the last three months before the beginning of the month in which the application for Parents Money will have been received.

For more detailed information in view of Parents Money and how to apply for please contact:

Landkreis Goslar
Fachbereich Familie, Jugend & Soziales
Klubgartenstraße 11
38640 Goslar

Contact partner:
Werner Schneider
Phone: (05321) 76 522
Fax Parents Money Service: (05321) 76 99522
Office hours:
Mon, Tue, Thu and Fri 11.00–12.00 am
and by appointment

www.bmfsfj.de/elterngeldrechner
(Parents Money Online Calculator)
c) Unemployment Benefit and Social Benefit

The Social Benefit is divided into two categories: the so-called Arbeitslosengeld II (Unemployment Benefit) and the Sozialgeld (Social Benefit). The Unemployment Benefit II (ALG II) is a benefit to secure livelihood, which is paid to employable persons between 15 and 64 years of age who are not able to finance their livelihood from an income or assets. Persons defined to be employable are people who are able to work with regard to their health at least three hours a day. Social Benefit will be paid to them for their children living with them in a community of needs until these children will have completed their 15th year of age. Students in all regular courses of study are usually not entitled to Unemployment Benefit, as it might be assumed that the basic provisions will be covered by the BAFöG (benefits from Federal Training Assistance Act). An exception would be however, if the students had additional needs which is not in relation to the education/training, as e.g. pregnancy or sole care of infants. Entitled to obtain extended benefits are:

- Pregnant women in the 13th pregnancy week (17 percent of the decisive standard rate)
- Single parents living in a community with one or more minor children and sustaining them
  - 1 child < 7 years, or 2 or 3 children < 16 years – 36 percent of the standard rate
  - In all other cases – 44 to 218 Euro at maximum, however not more than 60 percent of the standard benefit

The right can be asserted, if the income of the student is not or only slightly over the standard rate. The exclusion from the benefit does not apply for the needy members of the family, as e.g. for the minor child, if its income (child support, child benefit, supplementary child allowance etc.) does not exceed the need pursuant to SGB II (standard rate and partial rent including heating). Thus parents may apply for Social Benefit for their children under 15 years of age. Beside the standard rates appropriate rent and heating costs, health and nursing care and pension plans are paid.

When students have taken a voluntary leave from the academic studies due to the birth or care of an infant, they can also apply for benefits pursuant to ALG II, if the prerequisites of ALG II have been met. These benefits will be paid beginning with the date of registration of the application and not retroactively.

We urgently recommend looking for an extensive counselling by the social counselling service of the Studentenwerk (student services) before filing an application.

For more detailed information on Unemployment Benefit II and Social Benefit and how to apply for please contact:

Social Counsellor of the Studentenwerk
East Lower Saxony
Britta Siemann
Silberstr. 1
38678 Clausthal-Zellerfeld
Phone: (05323) 72 3926
E-mail: b.siemann@stw-on.de

Jobcenter Goslar – Office Clausthal
Robert-Koch-Str. 32 A
38678 Clausthal-Zellerfeld
Phone: (05323) 96220 or (01801) 555111
Fax: (05323) 937422

Jobcenter des Landkreises Osterode am Harz
Gipsmühlenweg 2–4
37520 Osterode
Phone: (05522) 3142-0
E-mail: jobcenter@landkreis-osterode.de
www.jobcenter.landkreis-osterode.de

Sources:
Familien Wegweiser des Bundesministeriums für Familie, Senioren, Frauen und Jugend, Wegweiser für Eltern an niedersächsischen Hochschulen und Studentenwerk OstNiedersachsen, Familienbegleitbuch

d) Child Benefit and Supplementary Child Allowance

Child Benefit

As a general rule all children, beginning with birth until completion of their 18th year, are entitled to obtain the child benefit independent of their parents’ income.
When a child is employed in a vocational training or an apprenticeship and is more than 18 years old, the child benefit can be paid until completion of the 25th year of age.

Parents living separately are entitled to get the half of the child benefit. For that reason a half of tax abatement for dependant children (Kinderfreibetrag) is registered in the wage tax card (Lohnsteuerkarte). The offsetting of the child benefit is carried out in accordance with the principle “Half sharing principle”: the parents in whose household the child lives will obtain the full amount of the child benefit. In return the child will obtain an alimony reduced by the half of the child benefit from that parent who is obliged to pay the cash alimony. Thus the parent obliged to pay the cash alimony can keep his half of the child benefit.

Useful information:
www.vamv.de/allein-erziehen/existenzsicherung/kindergeld.html

The child benefit is paid independently from the income. As of the 3rd child it will be progressive. Please refer to the website of the Arbeitsagentur (see contact) to learn about the current amount. Payment is made to the person in whose custody the child is. If both parents (Married/ civil unions) live with the child in a joint household, they will have to decide who of them will obtain the child benefit. Also grandparents can obtain the child benefit when living in the household and the parents agree to the transfer. This procedure provides advantages when grandparents obtain child benefits for other children (three or more) in the own household, because the grandchild will then be counted as an additional child.

Child benefit or fiscal tax abatement for dependent children? – The tax authorities will automatically check, whether the fiscal tax abatement for dependent children would be more favourable for you when setting up your tax assessment. This will be taken into consideration when the income of the parents is relatively high.

Child benefit will be set off against Arbeitslosengeld II (unemployment benefit) and Sozialgeld (social benefit), however not against e.g. housing benefit or BAföG (support in education).

Supplementary Child Allowance

Under certain financial circumstances low-income earners may obtain a timely unlimited Supplementary Child Allowance at an amount up to 40 Euro per child. The supplementary child allowance is designated for parents, who are able to finance their own (parental) living, but who would be entitled to obtain Arbeitslosengeld II due to the need of the children, if they did not receive the supplementary child allowance. Only parents or a parent in whose household the children live, are entitled. The minimum income limit is for parent couples at 900 Euro, for single parents at 600 Euro. The Supplementary Child Allowance can only be applied for by parents, if their monthly income reaches the respective minimum income limit. A parallel obtaining of Arbeitslosengeld II/Sozialgeld respectively benefits from Social Benefit and Supplementary Child Allowance are not possible. When children have got an own income or assets of 140 Euro or more (e.g. from alimony payments), the Supplementary Child Allowance will not be paid.

More comprehensive information:
www.bmfsfj.de/BMFSFJ/familie,did=4786.html

Child Benefit and Supplementary Child Allowance have to be applied for in writing at the so-called Familienkassen of the Agentur für Arbeit (unemployment agency) respectively of the public service.

Here you get more detailed information on Child Benefit and how to apply for:
Competent for the district of Goslar:
Familienkasse Göttingen
Bahnhofsallee 5 37081 Göttingen
Phone: (01801) 546337
E-mail: Familienkasse-Goettingen@arbeitsagentur.de
Opening hours:
Mon, Tue, Thu and Fri 7.30 – 12.30 am

www.arbeitsagentur.de/zentraler-Content/A09-Kindergeld/A091-steuerrechtliche-Leistungen/Allgemein/Kindergeld

Sources:
Familien
Wegweiser des Bundesministeriums für Familie, Senioren, Frauen und Jugend,
Wegweiser für Eltern an niedersächsischen Hochschulen und Studentenwerk OstNiedersachsen
e) Housing Benefit

Housing Benefit is a monthly allowance to the housing costs. It is only granted on application. The amount is calculated based on the actual housing costs, the accountable total income and the size of the household.

As a basic principle students are not entitled to obtain a Housing Benefit, as they are entitled to obtain the rental allowance pursuant to BAföG instead. This also applies to students who do not receive BAföG payments, as it is only decisive that they are being in an education worthy of support. This does not apply when the support is paid in full as loan.

Exemption 1: Standard period of studies exceeded – Those who do not obtain BAföG payments any more, because the standard period of studies has been exceeded by more than two terms, can possibly obtain a housing benefit upon application.

Exemption 2: Students with children – if at least one child lives within the household of the students, Housing Benefit can be applied for. However the BAföG rental allowance will then not be paid. As the granting of Housing Benefit includes the entire household, all other persons living in the household will be also included into the calculation of income.

For single parents not only the own income but also the income of the child will be taken into account to define the allowance. If they live together with the other parent, his/her income will be also taken into account. That means any kind of income has to be indicated, which has been received within the last twelve months prior to application, as e.g. wage/salary, BAföG, alimony, Child Benefit and Parents Money. Certain deductions will be made from the indicated income. The residual amount will represent the total income which is the basis to calculate the Housing Benefit.

Find out here how to calculate the Housing Benefit, whether are entitled to and what will be the amount of Housing Benefit you are entitled to: www.bmvbs.de/SharedDocs/DE/Artikel/SW/wohn geldtabellen.html

Please note: The actually granted benefit can only be calculated mandatorily by your Housing Benefit authority in charge. Application forms can be obtained at the local Housing Benefit authority of the communal, municipal, bureau or district administration. There you will also get a comprehensive counselling.

Application forms and information on the evidence to be submitted with regard to your income or rent or charge can be obtained at your Housing Benefit office:

Sources:
Wegweiser für Eltern an niedersächsischen Hochschulen und Studentenwerk OstNiedersachsen
f) Allowance for Layette

Enrolled students are entitled to obtain a one-time benefit (§ 23 Par. 3 SGB II) for maternity clothes and a layette when their income is lower or only slightly higher than the standard rate. This also includes moving costs when relocation is mandatory. The application should be made from the sixth month of pregnancy, please see also Arbeitslosengeld II and Sozialgeld.

Further financial benefit for the layette is granted after a case-by-case review and a personal conversation during pregnancy at the deaconry Diakonie des Ev.-luth. Kirchenkreises Clausthal-Zellerfeld.

Diakonie des Ev.-luth. Kirchenkreises Clausthal-Zellerfeld
Norbert Hammermeister
An der Marktkirche 4
38678 Clausthal-Zellerfeld
Phone: (05323) 715618

Opening hours: Tue and Thu 10.00 –12.00 am
E-mail: Norbert.Hammermeister@evlka.de.

An application to get subsidization of education and leisure measures for children can be obtained by single parents and families with children from the state of Lower Saxony. Within a period of two years the maximum amount to be paid will be at 100 Euro per child. The parent or legal guardian or full-aged children are entitled. Applications have to be submitted at the service points for the special fund “DabeiSein!” mentioned below. There you will also get the application form and further information on the special fund “DabeiSein!” and if required assistance to fill out the form. Subsidization will be granted to disadvantaged children until the completion of general education schools respectively vocational schools, if other funding agencies are not primarily responsible to pay. Monies from the special fund “Dabei-Sein!” can be obtained by persons whose gross income does not exceed the standard rate as per SGB II by the 2.5-fold for single parents and by the 4.5-fold for the head of household. When determining the income limit the household income (income of the members of a shared household within the scope of § 9 SGB II) has to be taken into account or the benefits pursuant to § 3 German Social Welfare Law for Asylum Seekers.

Further information:
www.dabeisein-nds.de
www.familien-mit-zukunft.de
www.ms.niedersachsen.de

h) Benefits from Health Insurances

This section only applies for persons insured with statutory health insurances (GKV), persons with a private health insurance have to inquire at their personal insurance.
**Benefits for Pregnant Women**

Future mothers who are insured for themselves or as family members in a statutory health insurance are entitled to medical care and support by midwives, provision with medical surgical dressing and remedies, inpatient accouchement and domiciliary support. The costs for the participation into an antenatal courses or antenatal exercises etc. will be paid by the health insurance as well. As this offer differs from health insurance to health insurance, you should get the respective information directly from them. You are also entitled to Maternity Benefit – see section Benefits pursuant to Maternity Protection Act.

**Cost Absorption in Cases of Hardship**

In order to guarantee that no insured person will be financially overcharged, statutory health insurance absorb certain expenditures (additional payments) in whole or partly for children and young people under 18 years (apart from dentures and travel costs), for recipients of livelihood support or for benefits from BAföG or for insured persons whose monthly gross income does not exceed certain limits. Please inquire in case of need at your competent health insurance.

**When Your Child Is Sick**

If you have a loss of earnings because you have to take care of a child under the age of 12, you will be entitled to a child care sickness benefit. Provided that you being employed are entitled to sick pay. The necessity of care has to be certified by a physician. This claim will be excluded, if other persons living in the household could assume the care.

The child care sickness benefit will be paid for missed working days. The entitlement applies for each child and is up to 10 days for each parent and up to ten working days a year; however for more children not more than 25 working days per parent. Single parents are entitled to take benefit of 20 days per year and child – for several children maximally 50 days. Please contact your competent health insurance in cases of need.

Sources:
Wegweiser für Eltern an niedersächsischen Hochschulen
More detailed information with regard to benefits and how to apply for can be received from your personal health insurance.

i) Disabled or Care Dependant Relatives

**Child Benefit and Tax Exemptions for Children with Handicap**

For adult children whose handicap has incurred before completing their 25th year of age, and who do not have got the financial means to finance their own living, parents will receive Child Benefit respectively tax exemptions for children.

For questions and more detailed information please also refer to Child Benefit and Supplementary Child Allowance in the upper section.

www.familienratgeber.de/schwerbehinderung/ueberblick_nachteilsausgleiche/steuerfreibetrage

**Standard Tax Exemption for Disabled Persons**

The standard tax exemption for disabled persons can be asserted without individual evidence by people with handicap when filing their income tax declaration. Its amount is graded according to the degree of the handicap. Higher expenditures have to be evidenced. Parents of disabled children entitled to obtain Child Benefit or tax exemptions for children, may have the respective standard tax exemption transferred to themselves, if the child does not use it.

www.familienratgeber.de/schwerbehinderung/ueberblick_nachteilsausgleiche/steuerfreibetrage

**Benefits from Nursing Care Insurance**

Within the scope of social nursing care insurances, under whose protection all statutory health insurants are included as per law, non-cash and cash benefits for domiciliary care are graded pursuant to the severity of the care dependency, as shown in the differing levels of care. Non-cash benefits and attendance allowance can be also made use of in combination. Within the scope of private nursing care insurances, which have to be taken out by privately insured persons, the non-cash benefit is replaced by a cost reimbursement corresponding of the amount of the benefits of the social nursing care insurance.

Domiciliary caregivers are included into the protection/coverage of the statutory social accident insurance, if their nursing activity is not done on a commercial basis and at least for 14 hours weekly. For the social security of caregivers, who do not work more than 30 hours a week due to their nursing activities and who have got and nurse a care-dependant person in his/her domestic areas on a non-commercial basis at least 14 hours a week, the nursing care insurance will pay contributions to the statutory pension insurance.

Further information can be obtained at the nursing insurance, the social welfare office, welfare centres, and welfare organisations.

Info hotline on nursing care insurance:
(01805) 996603

www.familien-wegweiser.de

**Fiscal Provisions for Care-Dependant Relatives**

Caregivers of care-dependent persons can assert an annual standard rate in their income tax declaration, if they do not get any remuneration for their nursing.

www.familien-wegweiser.de

**Social Benefit for Care-Dependent Persons**

As the nursing care insurance can only pay a basic securing benefit, the social benefit for care-dependant persons has to cover the remaining necessary nursing costs in the field.
of mobile as well as in the inpatient care. This implies that the costs not covered by the nursing care insurance, cannot be paid reasonably and at the full extent from the income or assets of the care-dependant person and no relatives obliged to maintenance and also efficient, such as spouses or legal children, have to be hold responsible for that in whole or partially. 

For inhabitants of a nursing home social welfare will also pay for the costs for accommodation and food as well as for investment costs of the nursing home, for which the nursing care insurance does not pay any benefits. In addition a small cash amount will be paid for the small things of daily life which are not covered by the nursing home.

www.familien-wegweiser.de
www.landkreis-goslar.de/startseite.phtml

**Domestic Aid**

For mothers and fathers who are statutory health insured a domestic aid will be paid, if in particular because of an inpatient treatment or a medical prevention or rehabilitation measures homemaking will not be possible. A prerequisite, however, is that one child under the age of 12 years lives in the household or is disabled or depends on assistance. If the health insurance cannot provide a domestic aid the insurers will be reimbursed at an appropriate level for a self organized domestic aid (this does not apply for relatives and persons related by marriage until the second degree).

If a parent is not able to perform regular household duties for health reasons, the youth welfare office may appoint a temporary domestic aid or provide other temporary aids for the provision and care of children. Other support to maintain a household can be also rendered by social services (such as welfare centres, house and family care, circles of neighbourly help).

www.landkreis-goslar.de/startseite.phtml
www.familien-wegweiser.de
www.familienratgeber.de

Please refer to the following websites for further information and contact partners:
2. Legal

a) Pregnancy and Maternity Protection

Maternity Protection

The provisions of the Maternity Protection Act (MuSchG) apply for all women who are employed. This includes part time employments, minor employments, limited- and also apprenticeship employments.

The Maternity Protection Law does not apply for female civil servants. For them special provisions of the civil servants law apply, which do however correspond to a major extent with the first mentioned. To get legally binding information please ask at your personnel management!

For female students participating in an internship prescribed for the studies or examination period, the maternity protection provision does not apply as a rule. If required they have to register as unable to work and have to apply for a leave of absence. An internship with paid remuneration and obligations like for employees does however correspond to an employment relationship, which is covered by the Maternity Protection Law.

Notification of Employer/s

As soon as you are sure to be pregnant, your employer/s should be notified in your own interest. This is a prerequisite that the employer/s can fulfil the legally prescribed obligation to protect the expectant mother. If the employer/s explicitly demands the submission of pregnancy evidence, he/she has to bear the costs for this certificate.

Protection Period

The protection period begins six weeks before the estimated date of birth and ends eight weeks after. Should the physician attest a danger to health for the mother, if she continued her work, the ban on work will start at this early date. Within six weeks before giving birth the expectant mother can be further employed on a voluntary basis; this request can be revoked any time. The employer is obliged to fulfil this request. For the eight weeks following the birth of a child an absolute prohibition of employment will be in force.

Prohibited Works

The expectant mother is not allowed to do hard physical work and she may not be harmed by performing work which would be a hazard to the unborn child, such as handling harmful or toxic substances respectively steams. The trade supervisory board is competent for that. TU Clausthal has an in-house medical service service, where you can get advice.

Employment Relationship

When the employee will restart to work after the expiration of the legal maternity protection period, the employment is deemed not to be interrupted. For unlimited employments the Maternity Protection Law unrestrictedly applies also within probation time. After expiration of the probation period it is not allowed to make reference to the termination of the probation period for probation employments, if the reason is pregnancy. When the employee would be entitled to special allowances (e.g. Christmas allowance), they may not be reduced proportionately.

The annual vacation will not be reduced by the period of maternity protection or the period of possible employments prohibitions due to maternity protection during the pregnancy.

Limited Employment Contracts

Women having taken out limited contracts, e.g. within the scope of a temporary, part time or subcontracted employment or within the scope
of third party projects come under the Maternity Protection Law, as long as the lime-limited employment exists. When the employment does however end with the expiration of the limitation, the maternity protection ends as a matter of principle.

Important: If the employer party, however, extends all similar employment relationships and only in case of the expectant mother refers to the expiration of the limitation, this would not be admissible. Exemption for limited contract of scientific employees pursuant to § 2 Abs. 5 Nr. 3 WissZeitVG (Science Temporary Contract Act) dated 18 Apr 2007 the contract period will be extended by the period of the maternity protection and by the periods made use of during an employment prohibition. More detailed information on the procedure can be received from your competent personnel officer.

The physician may grant you a prohibition to work by issuing an attestation, this one is not to be confused with a normal “sick note”! Only the employment prohibition entitles to the extension of an employment contract by this period. During the period of employment prohibition you are entitled of continued payment of remuneration.

**Dismissal Protection**

During pregnancy and within the first months and within the first four months after childbirth a dismissal protection will be in force. A prerequisite is however, that the employer has been informed about the pregnancy. The employer can be however informed within two months after the receipt of the dismissal.

**Breastfeeding Times**

Breastfeeding mothers have to be granted the time required for breastfeeding on request. The annual holiday is not reduced by the periods of maternity leave.

Further information on maternity protection and pregnancy can be obtained at your personnel officer, staff council and on the website of the Studentenwerk OstNiedersachen (student services) and at the website of the Federal Ministry for Justice and the Federal Ministry for Family, Senior Citizens, Women and Youth.

www bmfsfj.de/BMFSFJ/gesetze,did=3264.html

www.gesetze-im-internet.de/muschg/index.html

www.gesetze-im-internet.de/muscharbv/

**b) Parental Leave**

Mothers and fathers who are in an employment are entitled to parental leave. Limited contracts, part time contracts, minor employments as well as apprenticeships are deemed to be an employment. Public servants are also entitled to parental leave in accordance with the ordinances of the federal government and the federal states.

The right to parental leave continue until the end of the child’s third year of age; a part of up to 12 months can be transferred to the period until the end of the child’s eight year of age, when your employer agrees.

Parents, who want to make use of the parental leave, have to inform their employer at least seven weeks before the beginning in writing and have to declare bindingly at the same time, for which periods within two years they want to make use of the parental leave. This also applies when the parental leave immediately follows the childbirth or the maternity period. The employer is obliged to grant the parental leave.

The maternity period will be taken into account for the possible three year duration of the parental leave, if the mother makes use of the parental leave.

Parental leave can be made use of proportionally by the parents, of each parent alone or by both parents jointly. Each parent is entitled to two periods. A further division is only possi-
ble after consent of the employer. During the parental leave a gainful occupation up to 30 hours a week is admissible. Part time work with another employer or an independent occupation has to be approved by the employer. A rejection can only be justified by urgent operational reasons and has to be made within four weeks in writing.

Parents can apply for a reduction of their working time. Employees and employers should agree upon the reduction of working time and scheduling within a four week period. If an agreement cannot be found, parents will be entitled to a reduction of working time twice during the entire parental leave between 15 and 30 hours a week, if the following prerequisites have been complied with:

- The employer employs independent on the number of personal in apprenticeship, usually more than 15 employees.
- The employment relationship has been existing more than six months without interruption in the same company or enterprise.
- The contractually agreed regular working time shall be reduced for at least tow months to a scope between 15 and 30 hours a week.
- This entitlement is not opposed by urgent operational reasons.
- The employer party has been informed of the entitlement seven weeks before in writing.

The application has to include the beginning and the duration of the required working time. In addition the requested division of working time should be listed.

The right to return to the part time work after the parental leave, which had been agreed upon before the beginning of the parental leave, remains untouched, as well as the right to continue the existing part time work also during the parental leave (up to 30 hours weekly).

For companies with fewer than 15 employees the parents have to agree upon part time work with the employer; they do not have a legal entitlement.

For limited employment contracts parental leave can only be made use during that period, in which the employment relationship exists. Duration of employment is not extended by the parental leave period.
The one who has concluded an employment contract on the basis of Wissenschaftszeitvertragsgesetzes (WissZeitVG) or the one who has a contract pursuant to the Framework Act for Higher Education (HRG), and which was issued prior to 18 April 2007, can expect an extension based on special regulations. You can get competent legal advice only at your personnel officer.

If a woman being in apprenticeship gets pregnant, she will benefit of the dismissal protection und may continue this apprenticeship after the maternity leave. It is also possible to make use of the parental leave and then continue the apprenticeship. The apprenticeship contract will then be correspondingly extended by the duration of the parental leave.

The parental leave may be terminated at an early stage or extended within the scope of § 15 Par. 2 BEEG, if the employer agrees. Early termination due to the birth of an additional child or due to a special case of hardship (among others in the event of severe illness or due to considerably jeopardized economic existence), can be only rejected by the employer due to urgent operational reasons in writing.

If parents have divided the parental leave and the planned change cannot be carried out due an important reason, the party of the employer has to agree upon the prolongation. The extended parental leave only counts as one period. If the employer agrees to the early termination, this case also implies that a transfer of up to 12 months of the remaining parental leave is possible to be transferred upon agreement.

During the parental leave a dismissal protection will be in force. It starts with the registration of the parental leave, at the earliest eight weeks when part time work is carried out with the same employer during the parental leave or if, part time work is preformed without benefitting of the parental leave and at the same time an Entitlement to parents money exists. Employees may terminate the employment relationship at the end of the parental leave while respecting a notice period of three months.

The Federal Ministry for Family, Senior Citizens, Women and Youth has issued the comprehensive brochure “Elterngeld und Elternzeit”. This brochure as well as further helpful information can be downloaded at www.bmfsfj.de on the Internet.

c) Foreign Students and Employees

If you intend to apply for social benefits we do recommend seeking extensive professional advice – either at the corresponding competent authority/ advice centre or at a solicitor (fee-based).

Birth of a child of Foreign Parents in Germany

If one parent has got a residence permit at the time when the child is born, the newborn child has to be granted a residence permit or a settlement permit as well. If one parent possesses a visa or can stay without a visa in Germany, the stay of the newborn child in the Federal Republic of Germany is allowed until the visa will expire respectively, until the visa-free stay will end.

Even if the foreign parents do not possess a passport, they are entitled to have their newborn child to be registered into the birth register of the civil registrar. This is partly required to be able to apply for benefits form the state.

Usually the child will get the nationality of the mother or father. In certain cases it can also get the German citizenship, please see: www.bundesregierung.de/Content/DE/StatischeSeiten/Breg/IB/Einbuergerung/gpa1-voraussetzungen.html

Parents Money

Citizen from membership states of the EU, of the EEA and Switzerland are entitled to obtain Parents Money in accordance with EU law, if they work in Germany or, if they do not work, reside in Germany.
Other foreigners are entitled, when their stay in Germany will be persistent pursuant to the type of their residence title and their access to the German employment market. Persons having obtained a settlement permit automatically fulfil these requirements. Those persons who have got a residence permit, only fulfil the prerequisites for an entitlement, when he or she is also entitled to work in Germany or has been working here possessing a permit.

Parents money cannot be obtained by parents who have got a residence permit for the purpose of education or in relation to a work permit just for a maximum period. Even an allowed gainful employment does not result in an entitlement to Parents Money.

Please find precise regulations here:

www.familien-wegweiser.de/wegweiser/stichwortverzeichnis,did=93560.html

More detailed information how to apply can be obtained at:

Landkreis Goslar
Fachbereich Familie, Jugend & Soziales
Klubgartenstraße 11
38640 Goslar

Contact partner Werner Schneider
Phone (05321) 76-522
Fax Parent Money service:
(05321) 76-99522

Opening hours:
Mon, Tue, Thu and Fri 11.00 – 12.00 am and by appointment
**Child Benefit**

For citizens of the member states of the European Union, the EEA (Iceland, Norway and Liechtenstein) and citizens of Switzerland who work in Germany or if they do not work, reside in Germany, the same prerequisites as for German citizens apply in view of the entitlement to parents money.

Citizens of Algeria, Bosnia-Herzegovina, Kosovo, Morocco, Serbia, Montenegro, Tunisia and Turkey may obtain child benefit on the basis of the respective bilateral agreements, if they are employed in Germany, pay their unemployment contribution for their employment and obtain for e.g. unemployment benefit or sick pay.

Other foreigners may obtain an entitlement to child benefit, if their stay will presumably persistent in accordance with their type of stay or their allowed employment.

Persons having a settlement permit comply with these requirements. A right of residence granted prior to 01 Jan 2005 as well as an unlimited right of residence are deemed to have a settlement permit.

Persons having a right of residence can only apply with these prerequisites for entitlement; he or she is only allowed to work in Germany or has worked in Germany with a permit.

Persons possessing a residence permit in cases of hardship, for temporary protection, during suspension of deportation or due to existence of departure obstacles can obtain child benefit only after being granted a legal, permitted or tolerated stay in Germany of three years. This has to be completed with an existing legal employment relationship or the receipt of current cash benefits pursuant to the Sozialgesetzbuch (Social Act)- Third Book (promotion of employment) or the recourse to parental leave.

Foreign parents having a residence permit for the purpose of education and further education in relation to a work permit only for a maximal period will not obtain Child Benefit. These persons are deemed to have obtained only a temporary residence permit.

The same applies for persons, who have obtained a temporary permission to stay or are only tolerated within the federal territory. Also a permitted employment does not result into an entitlement to obtain child benefit.

Further information can be obtained here Studentenwerk OstNiedersachsen or at the Landkreis Goslar:

Familienkasse Göttingen 
Bahnhofsallee 5 37081 Göttingen 
Phone: (01801) 546337 
E-mail: Familienkasse-Goettingen@arbeitsagentur.de 
Opening hours: 
Mon, Tue, Thu and Fri 7.30 – 12.30 am

www.arbeitsagentur.de/zentraler-Content/A09-Kindergeld/A091-steuerrechtliche-Leistungen/Allgemein/Kindergeld

d) Occupation/ Studies and Nursing

Dependency on care can occur to everybody and even from one day to the other! Not only parents having increasingly severe signs of old age can be driven into care dependency, but the partner or the child can be concerned; by a severe accident, by a handicap or a chronic disease.

For that reason it is important not to reduce the term family not to families with child. As increasingly employed persons and students face the difficult situation to combine their task in occupation and nursing respectively the care of relatives. The reasons to assume domestic care for a close relative can be manifold and the decision to provide it merits our respect, but is has to be reflected very well. As this process will be difficult for all participants and may last for many years.

Sources: 
Familien-Wegweiser des Bundesministeriums für Familie, Senioren, Frauen und Jugend, Wegweiser für Eltern an niedersächsischen Hochschulen und Studentenwerk OstNiedersachsen
What has to be done when a nursing case occurs in the family – many guides published by the Federal Ministry for Health and the Federal Ministry for Family, Senior Citizens, Women and Youth provide a first insight.

Important legal information with the topics guardianship law, patient’s provision and health care proxy can be found at the website of the Federal Ministry of Justice:

www.bmj.de/DE/Buerger/gesellschaft/Patientenverfuegung/patientenverfuegung_node

**Disabled Person’s Pass**

People with severe disability obtain an identity card with the degree of their handicap. People with a handicap degree as of 50 are deemed to be disabled. The disabled person’s makes the proof of a handicap easier, the degree of the handicap and other health characteristics which represent a prerequisite to claim benefits and compensate disadvantages. Disadvantages to be compensated are e.g.:

- the special dismissal protection, whereas the termination of employment of a disabled person or a person on equal terms requires by the employer requires the prior consent of the integration office (Integrationsamt).
- technical and financial support to secure the working place
- additional vacation
- tax-free standard deduction
- free transport in public passenger service under certain conditions.

Further information can be obtained at the Service centre of the Family-Friendly University, at the Studentenwerk OstNiedersachsen or at you personnel officer

www.familie.tu-clausthal.de/arbeiten-und-pflege/

Hotline for people with handicaps:
Phone: (01805) 996604

Sources:
Familien-Wegweiser des Bundesministeriums für Familie, Senioren, Frauen und Jugend,
Wegweiser für Eltern an niedersächsischen Hochschulen und Bundesministerium für Justiz
3. Child Care, Provision and Useful Information

a) Day Care Centres

In the area of the municipality Oberharz 10 child day care centres with differing orientation provide their services. In many institutions the range of child care begins as early as of the 2nd year of age und three child care centres offer day nurseries (6 months to 3 years) for the youngest ones.

Please have a look by yourself and get an impression of every day care centres. The nurses of the child care centre appreciate to answer your questions about their work. For further questions and registration at the municipal child care centres contact:

Samtgemeinde Oberharz – Bildung, Familie, Kultur und Sport
Barbara Födisch
Am Rathaus 1
38678 Clausthal-Zellerfeld

Phone: (05323) 931-509
Fax: (05323) 93199509
E-mail: barbara.foedisch@samtgemeindeoberharz.de

www.kinderbetreuung-oberharz.de

www.familie.tu-clausthal.de/kinderbetreuung/kindertagesstaetten

www.landkreis-goslar.de/index.phtml?NavID=1749.54&La=1

The offered care times are split up as follows:
– Reduced care time in the morning:
  9.00 am to 12.00 am
– Care time in the morning:
  7.30 am to 12.30 am
– Extended caret time in the morning:
  7.00 am to 1.00 pm or
  7.30 am to 1.30 pm
– Reduced full day care:
  7.00 am to 2.00 pm or
  7.30 am to 2.30 pm
– Full day care:
  7.30 am to 5.00 am

Municipal Day Care Centres

Kindertagesstätte Altenau
Breslauer Straße 24
38707 Altenau
Phone: (05328) 472
E-mail: kita-altenau@gmx.de
www.kinderbetreuung-oberharz.de

Nursery group: no
Places and ages: 35 places for children from 2–6 years
Care time: Morning care:
learn to live in a social-competent way!

Kindertagesstätte Berliner Straße
Berliner Straße 48
38678 Clausthal-Zellerfeld
Phone: (05323) 78358
E-mail: kita-berliner-clz@gmx.de
www.kinderbetreuung-oberharz.de

Nursery groups: yes
Places and ages: 50 places for children from 6 months – 6 years
Care times: Morning care and extended morning care (7.30 to 13.30 am)
Motto: Nature and science – what a child learns!

Kindertagesstätte Erzstraße
Erzstraße 2a
38678 Clausthal-Zellerfeld
Phone: (05323) 40761
E-mail: kita-erzstrasse-clz@gmx.de
www.kinderbetreuung-oberharz.de

Sources:
Kinderbetreuung Oberharz
Nursery group: no
Places and ages: 50 places for children from 3–6 years
Care times: Morning care, reduced full day care
(7.30 am to 2.00 pm)
Motto: Close to nature, creative and movement-focused!

**Kindertagesstätte Kleiner Bruch**
Kleiner Bruch 15
38678 Clausthal-Zellerfeld
Phone: (05323) 40811
E-mail: kita-kleinerbruch-clz@gmx.de
www.kinderbetreuung-oberharz.de

Nursery group: yes
Places and ages: 65 places for children from 6 months – 6 years
Care times: Morning care, reduced full time care (7.30 am to 2.00 pm), full day care: Life is movement and without movement life does not work!

**Kindertagesstätte Marktstraße**
Marktstraße 4a
38678 Clausthal-Zellerfeld
Phone: (05323) 83272
E-mail: kita-marktstrasse-clz@gmx.de
www.kinderbetreuung-oberharz.de

Nursery group: no
Places and ages: 50 places for children from 2–6 years
Care times: Morning care, extended morning care (7.00 am to 1.00 pm)
Motto: The freedom to play and learn!

**Kindertagesstätte Wildemann**
Schützenstraße 18
38709 Wildemann
Phone: (05323) 6509
E-mail: kita-wildemann@gmx.de
www.kinderbetreuung-oberharz.de

Nursery group: no
Places and ages: 25 places for children from 3–6 years
Care times: Morning care, extended morning care (7.30 am to 01.30 pm)
Motto: Kindergarten and town – hand in hand!

**Child Day Care Centre Independently Operated**

Apart from municipal child day care centres the municipality provides child care centres independently operated – by the church parish, Worker’s Welfare Association or parent associations.

**Kindertagesstätte Buntenbock**
Independently operated by the Worker’s Welfare Association
Mittelweg 21
38678 Clausthal-Zellerfeld OT Buntenbock
Phone: (05323) 5663
E-mail: kita-buntenbock@awo-bs.de
www.awo-bs.de/index.php?id=145

Nursery group: no
Places and ages: 25 places for children from 2–6 years
Care times: Extended morning care (7.30 am to 1.00 pm)
Motto: Learning while playing!

**Kindertagesstätte Eschenbacher Teiche**
of the Lutheran Parish Zellerfeld
An den Eschenbacher Teichen 1a
38678 Clausthal-Zellerfeld
Phone: (05323) 82019
E-mail: kindergarten@kirchengemeinde-zellerfeld.de
www.kirchengemeinde-zellerfeld.de/Kindergarten/Kindergarten.html

Nursery group: yes, in addition an integrative group
Places and ages: 58 places for children from 6 months – 6 years
Care times: Morning care, extended morning care, reduced full day care
Motto: Play together with mind, heart and hand!

**Kindertagesstätte Mönchstalweg**
der Ev.-luth. Kirchengemeinde Clausthal
Mönchstalweg 5
38678 Clausthal-Zellerfeld
Phone: (05323) 83573

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**Sources:**
Familienbündnis Oberharz

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Nursery group: no  
Places and ages: 10 places for children from 2–6 years  
Care times: Morning care  
Motto: Operated in accordance with Waldorf education

Fees, User’s Rules and Registration Forms

Statutes of fees apply for all child day care centres, independent on the operator that operates them. Please find the current statutes of fees and a tariff table at:

www.kinderbetreuung-oberharz.de

www.familie.tu-clausthal.de/kinderbetreuung/kindertagesstaetten/

Registration forms for publicly operated institutions can be found directly at the child day care centres or can be requested at familie@tu-clausthal.de. Registration forms for municipal child day care centre of the municipality Oberharz can be downloaded at the above mentioned website or at the service centre of the family-friendly university.

Families that have problems to afford the fees can apply for Jugendhilfe (youth welfare) at the Landkreis Goslar. The Landkreis Goslar absorbs the costs for a person in day care for family with low income on request, when both of the parents or the single parents are/is employed, attend/s a vocational, school or university education or a professional re-training or an integrative measure.
b) Day-Nursery

Day-nursery means that your children will be taken care of by a nanny/in-home day care provider, this can also be a male person. In this case the care is usually carried out in the household of the person taking care.

This type of care is usually chosen for children under the age of three. It is however also very suitable for older children, e.g. as an addition to the care in a child day care centre, when the care times do not comply with the working times of the parents. A further advantage of day-nursery is the greater flexibility of the care times.

Costs for privately financed day-nursery will be agreed upon between the parents/legal guardians and the in-home day care providers. At present the hourly rate is between 3 Euro and 7 Euro per hour, however this amount also depends on the services which have been agreed. A financial support by the youth welfare office can only be granted on appropriate aptitude and qualification of the day care providers.

Further information on day-nurseries can be obtained here:

Placement of nannies:
Service point of the Landkreis Goslar
Klubgartenstraße 5 (1st floor)
Room No. 418 and 419
38640 Goslar
Phone: (05321) 76 424, 76598 and 76 533
Opening hours: Mon to Fri 9.00 to 12.00 am, Thu 02.00 to 05.00 pm and by appointment

Information on nannies at the Samtgemeinde Oberharz:
Birgit Weise
Sägemüllerstraße 58
38678 Clausthal-Zellerfeld
Phone: (05323) 40778
E-mail: birgit-weise@web.de

Sources:
Kinderbetreuung Oberharz, Familien- und Kinderservicebüro LK Goslar

www.kinderbetreuung-oberharz.de/tapf/index.php
www.landkreis-goslar.de/index.phtml?NavID=1749.54&La=1

Sources:
Kinderbetreuung Oberharz

C) Flexible Child Care

Your child may be perfectly taken care of, but sometimes unforeseen situations incur and you have to find a solution on short term. When your nanny or other care providers will be ill, in the event of over hours, doctor’s appointments or also in periods outside of the opening hours of child care centres, it can happen that you might suddenly need a child care.

Uni-Nanny

The Uni-Nanny of the Studentenwerks OstNiedersachsen and TU Clausthal offers a child care outside of regular hours. For children of students and employees of TU Clausthal a flexible care is offered. In specifically prepared rooms of the Wohnheim 8 (residential home) (Apartment 1), Leibnizstraße 24, up to five children at the age from 1 to 10 years will be received.

This flexible child care is available from Monday to Friday and work according to the principle of in-home care provision. For each hour of care 1 Euro (students) respectively 2 Euro (employees) are charged. The amount has to be paid in cash, when you drop your child at his emergency care.

This offer is not thought to be a longer lasting care of individual children.

For further information please contact:
Nanny: Bärbel Eggers
Phone: (05323) 5567 or (05323) 72-7224
Child care rooms:
Leibnizstraße 24
Wohnheim 8, App. 1
E-mail: uni-nanny@stw-on.de
www.stw-on.de/braunschweig/kinder/flexiblekinderbetreuung

Babysitter Pool at TU Clausthal

In order to extend the offer of child care at TU Clausthal a babysitter pool has been established in addition to the service of the Uni-Nanny. Persons who want to increase their income being a babysitter can be listed in a file, which is accessible online for students and employees of the
TU. This way a lack in child care can be covered on short term.

The file provides parents with information on the babysitter’s person, care times and places, remuneration and data how to contact her/him. Thus you may decide beforehand which person fits you best. Getting in touch and any further agreements will be arranged directly among the involved persons.

University is only serving as a go-between and cannot be made liable.

For questions or when interested you will get further information here:

Servicestelle der familiengerechten Hochschule im Gleichstellungsbüro
Leibnizstraße 4A
38678 Clausthal-Zellerfeld
Phone: (05323) 723145
E-mail: familie@tu-clausthal.de

www.familie.tu-clausthal.de/
kindergartenboerse/

Service Point for Flexible Child Care of the Landkreis Goslar

The Familien- und Kinderservicebüro of the Landkreis Goslar offers:

– Placing of nannies
– Organisation of emergency care
– Information on possible financial support
– Rent grandmas and grandpas
– Cooperation with child day care centres in the District of Goslar
– Cooperation in workgroups with the topic compatibility of family and occupation
– Support for the foundation parents initiatives
– Information on placing Au-pair girls/boys
– Information on the tasks of child minders
– Counselling and qualification of child minders
– Moderation of a group of regulars for female and male childminders

The rich pool of qualified child minders in particular covers up flexible request for care. In case of need early times as of 6.00 am and late times up to 10.00 pm, and also in individual cases overnight stays can be offered. For acute shortfall of the regular caring persons an emergency care can be arranged.

Further information and contact:

Fachbereich Familie
Jugend und Soziales
Klubgartenstraße 11
38640 Goslar
Phone: (05321) 760
E-mail: Contact form at the website of Landkreis Goslar, Familien- und Kinderservicebüro

www.landkreis-goslar.de/index.phtml?mNavID=1749.54&sNavID=1749.54&La=1

Grandma/ Grandpa Rental of the Landkreis Goslar

The service point for flexible child care offers of the Landkreis Goslar offers in addition to their usual services the placement of rent grandmas or grandpas. These way families are supported and flexible solutions are offered.

Rent grandma/ grandpas can take care for the children of a family for up to 20 hours a month, whereas this offer requires mutual give and take. Families benefitting of this voluntary service should do their rent grandparents a “favour” as well. That means for example to do some shopping for them, a joint excursion or assisting them to do their housework.

Further information and contact:

Fachbereich Familie, Jugend und Soziales
Klubgartenstraße 11
38640 Goslar
Phone: (05321) 760
E-mail: Contact form at the website of Landkreis Goslar, Familien- und Kinderservicebüro

www.landkreis-goslar.de/index.phtml?mNavID=1749.54&sNavID=1749.54&La=1

www.kinderbetreuung-oberharz.de/
flex/oma.php

Sources:

Kinderbetreuung Oberharz, Familien- und Kinderservicebüro LK Goslar
**Children Hostel Hänsel & Gretel**

The children hostel Hänsel & Gretel offers overnight stays only for kids. Gabriela Horn cooperates with the Youth Welfare Service and various health insurances, so that she can also take care of children during a hospital stay of the parents. Day care is possible from 6.00 am – 20.00 pm, either spontaneously or also planned on long term.

Moreover Mrs. Horn offers overnight stays in her children hostel, so that parents have got a care alternative for special occasions such as business trips etc. or that they can simply sleep out for once.

Further Information and contact:
Gabriela Horn
Nansenweg 10
38642 Goslar/ Ohlhof
Phone: (05321) 43222
E-mail: gabriela@kinderpension-haenselundgretel.de
www.kinderpension-haenselundgretel.de

**d) Parent-Child-Groups**

**Babytreff Buntenbock**
Am Brink 6 (in the former village shop)
38678 Buntenbock
Phone: (05323) 78805

**Babytreff in der AWO**
Am Zellbach
38678 Clausthal-Zellerfeld
Phone: (05323) 40999
Wednesdays 10.30 – 12.30 am
**Krabbelgruppe “Minimonster”**
of the ev.luth. Marktkirchengemeinde
Schulstraße 2A (Gemeindehaus)
38678 Clausthal-Zellerfeld
Phone: (05323) 7005 (Church office)
Thursdays 10.00–11.30 am
www.kirchengemeinde-clausthal.de

**Waldvolk**
Nature-pedagogic play groups
E-mail: waldvolk@gmx.de
Fridays 03.30 pm from meeting point Taternplatz
www.waldvolk-harz.de

**e) Primary Schools**

The first day at school has been ever since a decisive break in a child’s life. But not only children have to orient themselves anew. Parents as well are confronted with requirements. Everyday school life has to be organised, which can turn out to be problematic in particular for professionals and parents of several children.

In the municipality Oberharz all types of primary and secondary schools are provided. Primary schools offer a reliable care until 12.30 am. For parents who need more care time there is an offer to attend the after school care entre or may choose a so-called Tagespflegestelle (day care in families).

**Grundschule Clausthal**
Berliner Straße 4
38678 Clausthal-Zellerfeld
Phone: (05323) 7935
E-mail: gs-clausthal@t-online.de

**Grundschule Wildemann**
Schützenstraße 18
38709 Wildemann
Phone: (05323) 6494
E-mail: gs-wildemann@t-online.de

**Grundschule Zellerfeld**
Zellweg 18
38678 Clausthal-Zellerfeld
Phone: (05323) 983099
E-mail: info@gs-zellerfeld.de

**School Day Care Centre**

The school day care centre Am Klepperberg e.V. offers its services from 12.00 am to 4.30 pm for the first school years. During the school holidays an extended care time is offered from 7.30 am to 4.30 pm. On request children get a warm lunch. Homework tutoring is included in the offer.

When places are available, a short time care or full day care is possible. The school day care centre is centrally located in the school centre at the back yard building of the Grundschule Graupenstraße and Bremerhöhe.

Further information and contact:

**Berlin Straße 4**
38678 Clausthal-Zellerfeld
Phone: (05323) 996389
Mobil: (0176) 996389

**f) Family Card in the District of Goslar**

The Familienkarte is an advantage card offering favourable prices at partners. Those include for example retailers, service providing companies, gastronomy and craft enterprises, clubs and associations. Family partners provide a wide range of offers mainly exclusively directed to the families.

Parents, single parents, foster parents and children just have to show the family card in order to obtain the favourable prices immediately. The respective office will be informed by the municipalities about new family members respectively when a new family moves to the Landkreis Goslar. The family card is issued without application and free of charge by the office and is sent automatically.

Further information can be obtained on the Internet at www.familienkarte-gs.de and at Landkreis Goslar:

Geschäftsstelle Familienkarte
Klubgartenstr. 11, Room 1
38640 Goslar
Phone: (05321) 76491
E-mail: info@familienkarte-gs.de

**Sources:**
Familienbündnis Oberharz
Kinderbetreuung Oberharz
Familienbündnis Oberharz
g) List of Physicians

**Paediatrics**

**Clausthal-Zellerfeld**

Dr. Petra-Lucia Haumann  
Specialist for paediatrics and adolescent medicine  
Windmühlenstraße 1  
38678 Clausthal-Zellerfeld  
Phone: (05323) 3456

**Goslar**

Dipl. Med. M. Berg  
Breite Straße 88  
38640 Goslar  
Phone: (05321) 30505  
www.kinderarztpraxis-m-berg.de

Dr. med. W. Heusel  
Mauerstraße 4  
38640 Goslar  
Phone: (05321) 20046

Dr. M. Nötzel  
Bahnhofstraße 23  
38642 Goslar  
Phone: (05321) 334434

Dr. F. Scheel  
Kösliner Str. 10a  
38642 Goslar  
Phone: (05321) 81663

**Osterode**

Dr. H. Webel &  
Herr Dr. M. Dettmer  
Hoelemannpromenade 7  
37520 Osterode  
Phone: (05522) 90010

**General Practitioners**

Dr. med. R. Hildebrandt  
Brauhausberg 1  
38678 Clausthal-Zellerfeld  
Phone: (05323) 82591

Dr. med. M. Pluta  
An der Marktkirche 5  
38678 Clausthal-Zellerfeld  
Phone: (05323) 5420

W. Schmid & Dr. med. Bahr  
General practitioners, internists  
Adolph-Roemer-Str. 7  
38678 Clausthal-Zellerfeld  
Phone: (05323) 40036

Dr. med. U. Voigtländer  
Goslarsche Straße 25  
38678 Clausthal-Zellerfeld  
Phone: (05323) 96990
**Gynaecologists**

**Clausthal-Zellerfeld**

Gynaecologist practice at medical care centre for gynaecology at Robert-Koch-Krankenhaus  
Windmühlenstraße 1  
38678 Clausthal-Zellerfeld  
Phone: (05323) 4488

**Osterode**

Dr. Welcker and Dr. Wagner  
Bahnhofstraße 2  
37520 Osterode  
Phone: (05522) 3444  
E-mail: mwelcker@online.de

**Bad Lauterberg**

Dr. S. Buse  
Schulstraße 14  
37431 Bad Lauterberg  
Phone: (05524) 4059  
www.susanne-buse.de

**Emergency Services**

**Paediatric emergency service in Goslar**  
Phone: (0180) 5112 0455

**Paediatric emergency service Osterode**  
Phone: (0700) 55200552

**Emergency Service General Practitioners**  
Clausthal-Zellerfeld  
Phone: (05323) 987654  
(also for Hahnenklee and Wildemann)  
There you get the address and telephone of the physician on duty.

**Medical Emergency Service Goslar**  
Kösliner Straße 12  
38642 Goslar  
Phone: (05321) 689030

**Emergency Service Pharmacy**  
The pharmacy on duty for emergency is indicated outside at every pharmacy. A current emergency timetable can be found on the Internet at:  
www.aponet.de/notdienst/index.php.

**Poison Control Centre**  
The emergency number of the Gif tinformati ons zentrums (GIZ) Nord in Göttingen can be reached 24 hours a day at (0551) 19240. See also: www.giz-nord.de

**Recognized Counselling Office pursuant to § 218 ff. StGB (Pregancy conflict counselling)**  
Diakonisches Werk des Ev.-luth. Kirchenkreises Clausthal-Zellerfeld  
An der Markt kirche 4  
38678 Clausthal-Zellerfeld  
Phone: (05323) 715618
Hospitals

Children’s Hospitals

Georg-August-Universität Göttingen
Universitätsklinikum
Robert-Koch-Str. 40
37075 Göttingen
Phone: (0551) 390
www.med.uni-goettingen.de

Krankenhaus St. Bernward Hildesheim
Paediatric Clinic
Treibestraße 9
31134 Hildesheim
Phone: (05121) 901293
www.bernward-khs.de

Krankenhaus Salzgitter Lebenstedt
Paediatric Clinic
Kattowitzer Straße 131
38226 Salzgitter Lebenstedt
Phone: (05341) 8351249
www.klinikum-salzgitter.de

Harzklinikum Wernigerode
Paediatric Clinic
Steinbergstraße 1
38855 Wernigerode
Phone: (03943) 612711
www.kinderklinik-wernigerode.com/index.php

Midwives

Clausthal-Zellerfeld

Sandra Will
Am Dammgraben 11
38678 Clausthal-Zellerfeld
Phone: (05323) 715450
(antenatal classes, aftercare, gymnastic in resolution phase, baby massage,...)
Kerstin Weber
Adolf-Ey-Straße 31
38678 Clausthal-Zellerfeld
Phone: (05323) 4411
E-mail: kerstinweber.hebamme@web.de

Bad Grund

Heike Schneider
Knesebecker Weg 19
37539 Bad Grund
Phone: (05327) 2829
Mobil: (0175) 4028215
(antenatal classes, swimming for pregnant women, home births, aftercare, baby swimming ...)

Seesen

Marina Mehrmann
Schlesierstraße 33
38723 Seesen
Phone: (05381) 46151
www.marina-mehrmann.de

Other midwives in the area can be found here:
www.hebammenverband.de
www.hebammen-niedersachsen.de

Maternity Wards

Klinik Herzberg
Dr.-Frössel-Allee
37412 Herzberg a. H.
Phone: (05521) 8660

Akslepios Harzkliniken GmbH
Dr.-Herbert-Nieper-Krankenhaus
Kösliner Straße 12
38642 Goslar
Phone: (05321) 440
www.asklepios.com/goslar

Birthing Centres

A birthing house offers — when having had a complication-free pregnancy — the opportunity to give birth in a natural way in a pleasant surrounding in presence of a midwife. The most important security standards for obstetrics are provided.

Sources:
Familienbündnis Oberharz
Unfortunately, there is still no birthing centre in the municipality Oberharz. The next birthing centre can be found in Hildesheim:

Geburtshaus Hildesheim
Osterstraße 51a (backyard)
31134 Hildesheim
Phone: (05121) 877543
www.geburtshaus-hildesheim.de

h) Domestic Aid in Cases of Illness

If a person cannot maintain her/his household and the healthy children due to illness, stay in hospital or rehabilitation measures or health cure, the legal health insurances will absorb the costs for a domestic aid.

A prerequisite is that at least one child under the age of 12 lives in the household and it is not possible to get assistance form relatives.

i) Care of the Elderly

Mobile Care and Meal Services

Ambulatory Services – Welfare Centre

Robert-Koch-Krankenhaus
Windmühlenstraße 1
38678 Clausthal-Zellerfeld
Phone: (05321) 441666
E-mail: ads.goslar@asklepios.com

Ambulatory assisted living in the Oberharz

Andrea Haas
Silberstraße 2
38678 Clausthal-Zellerfeld
Phone: (05323) 715416

Die Ambulante
Einersberger Blick 21
38678 Clausthal-Zellerfeld
Phone: (05323) 94912

Meals on Wheels

DRK Alten- und Pflegeheim Clausthal-Zellerfeld
Zellbach 24
38678 Clausthal-Zellerfeld
Phone: (05323) 93660
E-mail: Astrid.Kleemann@drk-altenheim.de

Senior Centres

There are several senior centres in the municipality. Apart form the exchange among another joint excursions and parties are organized.

Arbeiterwohlfahrt (AWO) Ortsverein Clausthal-Zellerfeld e.V.
Begegnungsstätte
Am Klepperberg 12
38678 Clausthal-Zellerfeld
Phone: (05323) 40999
E-mail: awoclz@t-online.de
www.awo-clz.de

Apart from having coffee, playing games and chatting, a computer workshop, gymnastics, cinema, excursions, parties and the exchange between young and old people is offered.

Ev.-luth. Kirchengemeinde Clausthal
An der Marktkirche 3 (Kirchenbüro)
38678 Clausthal-Zellerfeld
Phone: (05323) 7005
E-mail: KG.clausthal@evlka.de
www.kirchengemeinde-clausthal.de

The parish hall Gemeindehaus Schulstraße offers a seniors afternoon and on the last Wednesday of the month a game afternoon for seniors.

Counselling of Seniors

The Landkreis Goslar provides a service office for seniors. It offers counselling on housing,
placement of accompaniment, godparents and domestic aids, counselling on questions of nursery or the placement of voluntary tasks. Its mission includes e.g. the organisation, coordination and placement of volunteers for the Freiwillige Jahr (Voluntary Year of Social Service) für Senioren (FJS) and the qualification programme DUO for the education of senior companions.

Senioren servicebüro Goslar
Amt für Soziale Dienste
Jacobikirchhof 5-6,
38640 Goslar
Phone: (05321) 3119603

Diakonische Werk
An der Marktkirche 4
38678 Clausthal-Zellerfeld
Phone: (05323) 715618
E-mail: norbert.hammermeister@evlka.de
www.diakonie-clausthal.de

j) Advice and Assistance in Problematic Situations

In family life difficulties may incur repeatedly representing a burden for the daily life of the concerned persons. Be it domestic violence, sexual abuse, children with behavioural syndromes, educational conflicts, mobbing at workplace, xenophobia, discrimination of weak and disabled persons, financial problems, divorce, unemployment or any other problem. The municipality Oberharz offers a network of counselling opportunities in Clausthal and around. In many cases it is sufficient to have a talk with the employees to recreate a mutual basis within the family.

Do not hesitate to contact the corresponding service points – we appreciate to assist you!

Some addresses can be found in the respective sections, but also here you will get information and assistance:

Servicestelle “familiengerechte Hochschule” der TU Clausthal
Gender Equality Office TU Clausthal
Leibnizstraße 4A
38678 Clausthal-Zellerfeld
Phone: (05323) 732145
E-mail: familie@tu-clausthal.de
www.familie.tu-clausthal.de

Gleichstellungsbeauftragte der TU Clausthal
Gleichstellungsbüro TU Clausthal
Leibnizstraße 4A
38678 Clausthal-Zellerfeld
Phone: (05323) 723106
E-mail: gleichstellungsbuero@tu-clausthal.de
www.gb.tu-clausthal.de

Personalrat der TU Clausthal
Leibnizstraße 2, 2. OG
38678 Clausthal-Zellerfeld
Phone: (05323) 722248
E-mail: personalrat@tu-clausthal.de
www.personalrat.tu-clausthal.de

Psychosoziale Beratungsstelle des Studentenwerkes OstNiedersachsen
Silberstraße 1
38678 Clausthal-Zellerfeld
Phone: (05323) 723925 or 723926
E-mail: h.hohmann@stw-on.de or b.hille@stw-on.de
www.stw-on.de/clausthal/beratung

Every student, male of female, and employees of Technische Universität Clausthal may address the counselling centre free of charge (without referral). The easiest way is to make a call to the counselling centre or send an E-mail to fix an appointment. After an initial conversation the further course of action will be jointly decided. Duration as well as intensity of the talks will be adapted to the needs of the person seeking advice.

Gender Equality Officer of the Municipality Oberharz
Am Rathaus 1, Room 25
38678 Clausthal-Zellerfeld
Phone: (05323) 931160

Diakonisches Werk
An der Marktkirche 4
38678 Clausthal-Zellerfeld
Phone: (05323) 715618
E-mail: norbert.hammermeister@evlka.de
www.diakonie-clausthal.de
Diakonisches Werk is the welfare organisation of Protestant Church in Germany. In Clausthal-Zellerfeld the Diakonisches Werk has got an own office. Provider is the Ev.-luth. Kirchenkreis Clausthal-Zellerfeld.

The office focuses on general social counselling and assistance in individual cases, counselling for pregnant women and pregnancy conflict counselling, as well as the initiative for projects such as “Lazarus”, a volunteer meal service in Clausthal.

The counselling service of Diakonisches Werk is in particular aimed at socially disadvantaged people, singles and families. Unemployed women and men get advice, as well as refugee or ethnic German immigrants families. Support and professional assistance is also provided to disabled, delinquents or indebted people. There is a close cooperation with a self-help group for alcohol and medication-dependent and their relatives. The counselling offer includes the placing of health cures, rehabilitation measures. The Diakonisches Werk operates a shop, the “Diakonie-Lädchen”, for second-hand goods (predominantly clothes and toys). The yield achieved finances a project for school and learning material.

The various counselling services are free of charge and confidential. Your contact partner at the office is the social worker of the parish, Norbert Hammermeister.

Beratungsstelle für Eltern, Kinder und Jugendliche (BEKJ) des Landkreises Goslar
Thomas-Merten-Platz 1
38678 Clausthal-Zellerfeld
Phone: (05323) 83635
E-mail: bekj-clausthal@landkreis-goslar.de

Kontakt- und Informationsstelle für Selbsthilfe – KISS
Bäringstraße 24-25
38640 Goslar
Phone: (05321) 68509100
E-mail: selbsthilfe@awo-bs.de

Pro Familia
Reußstraße 3
38640 Goslar
Phone: (05321) 21064

E-mail: goslar@profamilia.de
www.profamilia.de/goslar

Pro Familia is a non-profit organisation, politically and religiously neutral. It does not pursue any economic interests and is only committed to the well-being of its clients.

Counselling services:

– Pregnancy and birth (counselling before, during and after pregnancy; information on social, financial and legal aids: maternity protection, maternity benefit, child benefit, parents money, parental leave, unemployment benefit II and social benefit, applications to the Federal Foundation “Mutter und Kind” and “Familie in Not”; counselling and offers to teenage mothers)

– Termination of Pregnancy (Legally prescribed pregnancy conflict counselling pursuant to §§218/219 StGB; information on social, financial and legal aids; counselling after abortion)

– Family planning and health (counselling on unfulfilled desire for a child; health-related questions: HIV/Aids, other sexually transferrable diseases)

– Sexual and partnership counselling (for sexual, psycho-social conflicts and mediation in partnership; for sexualised violence; for questions on sexual orientation; judicial questions on separation and divorce; for people with handicap in view of a self-determined sexuality)

Sources:
Familienbündnis Oberharz
4. Studies and Family

The compatibility of studies and parenthood is a special and often difficult challenge. Some lectures and events take place outside of regular opening hours of care centres, you have to take part in examinations and internships and quite often you have to earn your living to finance your studies. Then it may happen that you cannot complete your studies within the standard period of study or must even interrupt them.

Don’t let this happen, please inform yourself early about your possibilities and individual solutions. In the following you will find more detailed information and contact partners. Any questions around studies and family will be elaborated in close cooperation with Studentenwerk Ost-Niedersachsen.

a) Financial

The money issue is in particular a concern for students with family tasks, as many additional questions result from that, exceeding a normal financing; compare to Financial in the first section, as for example what entitlement do I have with regard to BAFög, what do I have to expect when studying longer and what about the tuition fee?

**Unemployment Benefit/ Social Benefit**

Unemployment benefit II is a allowance for providing security for maintenance obligations, which is paid to people of working age between 15 and 64 years, as described in the first section on Arbeitslosengeld II. Social welfare will be paid for children up to the 15th year of age living with you in one household.

Students have to observe especially that education which is supported in general by BAFög payments, do not result in a claim to support their livelihood. Exceptions represent the children of students living together with them in one household. In this case you can apply for social benefit, as long as livelihood is not secured in another way. Students may also apply for extra needs, resulting from their special life circumstances (e.g. expectant mothers as of 13th week of pregnancy, single parents, medically required expensive nutrition, layettes). You do have a claim during a vacation term, or because of an interruption due to a severe disease, or due to interruption of the studies because of illness, pregnancy or child education longer than three months.

For further question in view of finances please contact:

ServiceCenter Studentenwerk
OstNiedersachsen
Leibnizstraße 12
38678 Clausthal-Zellerfeld
Phone: (05323) 7272-00
Office hours: Mon, Wed 14.00 – 16.00 Uhr;
Wed, Thu and Fri 9.30 –12.30 am

www.stw-on.de/clausthal/finanzen

**Federal Training**

In general applies that if you are entitled to obtain BAFög and you do not interrupt your studies, this financial support will not be changed for the time being. However, there are some special regulations for pregnant students and studying parents. The most important issues are listed in the following; but in any case you should consult your responsible official for financing of studies.

- During an interruption of studies/education caused by pregnancy the support will continue to be paid, however not longer than three calendar months.

Sources: Studentenwerk OstNiedersachsen
– Due to a pregnancy or education of a child up to age of 10 years the financial support can be granted exceeding the maximal duration of the support.
– Extension times for child education can be distributed to both of the studying parents.
– A child care allowance is paid for each child up the age of 10 without evidencing corresponding care costs (to one parent), that means an additional payment of 113 Euro for the first child and 85 Euro for each further child.
– The age limit for BAföG payments is no longer the 30th year of age. This applies at least when the student has been prevented by personal or familial reasons, in particular due to the education of children, from starting the educational section on time and will take up the studies immediately after the obstacles will no longer exist.
– For an appropriate period of support exceeding the actual standard duration of support the following applies:
  • Pregnancy: 1 term
  • Until completion of the child’s 5th year of age: 1 term per year of age
  • For the 6th and 7th year of age: 1 term in total
  • For the 8th and 10th year of age: 1 term in total

For further inquiries on BAföG payments please contact:

ServiceCenter Studentenwerk
OstNiedersachsen
Leibnizstraße 12
38678 Clausthal-Zellerfeld
Phone: (05323) 7272-12 or 7272-11
Fax: (05323) 727249
E-mail: t.cronjaeger@stw-on.de or d.marczak@stw-on.de
Office hours: Mon, Wed 9.30 – 12.30 am; Tue, Thu 02.00 – 04.00 pm

www.stw-on.de/clausthal/finanzen

**Tuition Fees and Long Term Studies Tuition Fees**

TU Clausthal grants exceptions from the payment obligation for tuition fees and long term studies tuition fees. An exemption from the fees can be applied for when a child is actually taken care of within the scope of § 25 Par. 5 BAföG, that has not completed the 14th year of age at the beginning of the respective term. In addition students who nurse a care-dependent close relative after an expert opinion rendered by Medical Service of the health insurance, can be exempted.

Furthermore the fees of the term tuition fees, composed of the contribution to administrative costs, for the contribution to the Studentenwerk and the contribution to the Studentenschaft. Please find the current contributions at the following link:

www.studienzentrum.tu-clausthal.de/studentensekretariat/semesterbeitrag

For further inquiries on contributions, fees, leave of absence please contact:
Dirk Kleinewig
E-mail: dirk.kleinewig@tu-clausthal.de

**b) Housing for Families**

Housing Market for students in Clausthal-Zellerfeld is in general quite relaxed. Studentenwerk Ost-Niedersachsen as well as other student organisations and private landlords provide sufficient housing space meeting the requirements of young families.

Please find an overview at the Homepage des Allgemeinen Studierendenausschusses (ASTA):

www.asta.tu-clausthal.de/erstsemester-infos/wohnen-in-clausthal

For further inquiries on housing please contact:

ServiceCenter Studentenwerk
OstNiedersachsen
Leibnizstraße 12
38678 Clausthal-Zellerfeld
Phone: (05323) 7272-22, -21, -07, -00, -00
Fax: (05323) 727249
E-mail: a.mrotzek@stw-on.de, j.prager@stw-on.de, d.gabas@stw-on.de or c.giebeler@stw-on.de
Office hours: Mon, Wed 9.30 – 12.30 am; Tue, Thu 02.00 – 04.00 pm

Or to the Wohnheimbüro
(Office residential home):
Leibnizstraße 12
38678 Clausthal-Zellerfeld
Phone: (05323) 723930 or (0151) 52669126
E-mail: k.eckert@stw-on.de
Office hours: Mon, Wed 9.30 – 12.30 am; Tue, Thu 02.00 – 04.00 pm

www.stw-on.de/clausthal/wohnen

c) Organisation of Studies

Despite the newly incurring situation with financial aspects to be clarified you should not neglect your studies. TU Clausthal offers a large number of possibilities to combine studies and family. In general you should take advantage of being counselled at the Studienzentrum, to organize your studies tailor-made to your needs. Please find an overview on the various possibilities in the following.

Part Time Studies

Pursuant to § 19 NHG the university may allow a matriculation or a renewal of matriculation for part time studies; provided that the selected course of studies is an established part time study or it is a course of studies for which the faculty has stated that part time studies are possible for individual sections of the studies. Both possibilities have not been established at TU Clausthal and are not possible.

Although the Zentrale Studienberatung offers individual support for counselling and intermediation to other forms of studies, directing to part time studies and for which individual needs and requirements of the students can be respected.

www.studienzentrum.tu-clausthal.de/
studienberatung/beratung-fuer-
studierende-mit-kindern/
For further inquiries on individual studies please contact:

Katrin Balthaus
E-mail: katrin.balthaus@tu-clausthal.de

Leave of Absence

One possibility to dedicate to the newborn is to take a leave ob absence from your studies, but you have to observe that this leave of absence can only be granted when you are able to provide an important reason.

Important reasons for a leave ob absence are deemed to be the following:
– health problems of the student
– study visit abroad
– pregnancy, maternity protection or care for a child for times during which an entitlement to parental leave would exist due an current employment.
– nursing of first-degree relatives (with submission of medical attestation by the health insurance)

The application on leave of absence has to be submitted in writing and providing the respective supporting documents. BAföG-recipients do not receive payments during a leave of absence. In the event of retroactive leave of absence payments already obtained have to be returned.

For further inquiries with regard to leave of absence please contact:

www.studienzentrum.tu-clausthal.de/
studentensekretariat/
Dirk Kleineuwig
E-mail: dirk.kleineuwig@tu-clausthal.de

Examinations

Pregnancy, parenthood as well as nursing care-dependant relatives are considerable charges and when you are enrolled for an examination, it may happen that you have to cancel your participation on short term. What do you have to observe in this case? First you to plan your term on time and leave sufficient open time for unforeseen circumstances and in case of pregnancy, do not plan any important appointments within the last trimester of your pregnancy. Contact the teaching staff at an early
stage and convene deadlines and required alternatives with them.

If despite all planning beforehand it is not possible that you attend an examination, the following possibilities are determined within the scope of the General Examination Regulations of the University:

— § 21 (5) If the person the examined can credibly document by an official medical attestation, that she or he will not be able perform an examination in whole or parts due to persisting physical discomforts respectively a handicap or due to nursing child, the responsible examination board may grant her/him to render these examination performance in another form.

— (6) The safeguarding provisions of § 3, 4, 6 und 8 of the Maternity Protection Act as well as the deadlines of the Federal Child-Raising Allowance Act on parental leave have to be applied. Recourse to the safeguarding provisions respectively their deadlines have to be applied for by the students in writing at the examination board.

— Within the scope of family-oriented university students may apply in writing at the examination board for individually determined examination dates, if required with modified examination times and duration of studies specifying a sufficient cause.

For further inquiries on examinations please contact:

www.studienzentrum.tu-clausthal.de/pruefungsamt/
Veronika Lenk
E-mail: veronika.lenk@tu-clausthal.de

www.studienzentrum.tu-clausthal.de/praktikantenamt/
Regina Brox
E-mail: regina.brox@tu-clausthal.de

d) Term Abroad with Child

If you want to combine family and studies, everything has to be perfectly organised. You may be facing further obstacles, when the selected course of studies requires a term abroad or you have planned such a stay.

Besides usual planning of the term abroad such as insurances, residence, recognized examinations and many more the question to organise financing. LLP/ERASMUS Programme offers some possibilities. In order to maintain equal opportunities students with child, going abroad with the ERASMUS Programme, will obtain additional financial means to cover the increased need for child care.

Increased need means that costs compared to the situation at home have to be taken into account. Additional charges for travels, accommodation, and child care can be considered for the additional payment. An upper limit for calculation would be the top limit of the respective country prescribed by the EU.

Beside studies in Germany studies abroad can be also financed by BAföG. In this case certain requirements have to be met. If you want to be counselled on this issue please contact Service-Center Studentenwerk OstNiedersachsen www.stw-on.de/clausthal/finanzen.

Further information on studies abroad can be obtained at the Internationales Zentrum (IZC) of TU Clausthal:

www.izc.tu-clausthal.de/wege-ins-ausland/studium-im-ausland/erasmus/auslandsmobilitaet/

Bettina Sekler
E-mail: bettina.sekler@tu-clausthal.de

e) Opportunities of Online Networks/Lectures

Information technology and electronic media support the compatibility of studies/occupation and family in many ways.

As early as in the phase prior to the studies TU Clausthal offers numerous opportunities to inform you on the Internet. At the address www.studium.tu-clausthal.de any information
on TU Clausthal, the studies offered, from application and matriculation to financing of studies and housing are summarized. There you also find the contact addresses. During the whole duration of studies students will be accompanied in terms of organisation, administration and counselling by the Studienzentrum: www.studienzentrum.tu-clausthal.de. Social issues are taken care of by the:

www.studentenwerk.tu-clausthal.de.

Compatibility of studies and family is essentially supported by the fact that not only all information is provided online, but the major part of organisation and administration of the studies can be handled online. For this purpose all students get user identifications and an E-mail account, with which they can access their E-mail account and get safeguarded information on the university network from all over the world. In particular they can access the Studienportal (www.studienportal.tu-clausthal.de) summarizing all information on lectures. The project StudierenPlus (www.studierenplus.tu-clausthal.de/) is continuously extending these online services for students and teaching staff. Although TU Clausthal is a “Presence University”, studies are accompanied by a multitude of E-Learning offers, which enable to prepare lectures at home, to evaluate them afterwards, and even watch a recorded lecture. A central tool is the learning management system Stud.IP (www.studip.tu-clausthal.de). At this site students administrate their studies plan, register for lectures, and access the learning media, exchange in forums with other students and much more – and it is all the same whether you are at home or stay at the university. Please pay attention to two further special online offers:

The University Library (www.bibliothek.tu-clausthal.de) offers a wide range of online magazines, online books and online catalogues which can be easily accessed over the Internet. And counselling – besides E-mail- can be even reached over a chat: www.bibliothek.tu-clausthal.de/index.php?id=368, as well as the Hotline of the Rechenzentrums (computer centre) which supports you with regard to any IT problem (support@rz.tu-clausthal.de).

Extensive video material is offered by the video server of the computer centre: http://video.tu-clausthal.de. Here students can find numerous recordings of lectures, films on theory and on research, but also on student and cultural life at TU Clausthal.

Several projects work on continuously extending the e-learning offers of the university: www.elearning.tu-clausthal.de.

One thing is clear: Personal participation in lectures and the direct contact to other students and to the teaching staff will always be the first choice. But when the circumstances of life do not allow being present for some time, it will be at least possible to participate over the electronic media.
5. Occupation and Family

Compatibility of occupation and family is essential, because after years of child education a good come-back into working life is important to maintain the acquired life standard.

Also TU Clausthal trouble-free compatibility of family and occupation is of particular importance, because motivation and efficiency of employees are strengthened when they know their children are well taken care of. Thus enterprises do not have to suffer from downtimes and an elaborate human resource planning is not necessary.

a) Financial

To parents accepting the challenge of apparent incompatibility between family and occupation, the German state offers financial advantages. This includes the tax deductibility of expenditure for child care costs, the recognition of child education periods to the pension claim as well as granting child allowances with regard to income tax.

What this means in detail, will be explained in the following.

**Tax Deductibility of Child Care Costs**

In general parents can set off two thirds of the care costs per child and maximally 4,000 Euro as extraordinary expenses from the income tax, the remaining third has to be borne by the family. This applies for all children under the age of 14 and on physical, mental or psychological handicap up to the age of 25. It does not make a difference, where the child is taken care of, whether in a day care centre, at childminders or whether a nanny comes to your home.

This is granted by the “Law on Fiscal Promotion of Growth and Occupation”. There are three possibilities how to assert the child care costs in your tax declaration:

- Child care costs can be deducted as work related deductions. Deductibility only refers to costs which have been paid for child care, not for those costs which incur for teaching, such as school fees of tuition. Expenditures for leisure activities cannot be asserted.

- Child care costs can be declared as extraordinary expenses in the tax declaration. This opportunity is however reserved for couples of which only one partner works or is a single parent. This form of tax deductibility is only possible from the third until the six year of age. The years before and after cannot be claimed as tax exempt. Also in this case leisure activities cannot be asserted.

- Child care cost can be asserted in the tax declaration as recourse to a “household-related service”. If you have employed a domestic aid to cope with household and to take care of the children, you may assert the incurring costs. It is crucial that care is carried out in the own household. Costs for day nurseries cannot be deducted. Moreover, this form of tax deductibility is only possible, if an assertion as work related deduction or extraordinary expenses does not fail. It will however not matter, if the domestic aid assumes other tasks besides taking care of children, such as cleaning or garden work. The amount for the deductibility is determined by the kind of employment relationship. 20 Percent can be set off, at maximum however 510 Euro. It is important for a household-related service that the remuneration has been transferred, because only the bank statement is relevant to evidence the payment toward the fiscal authorities.
ent child care costs can be asserted within the scope of extraordinary expenses, see above.

In addition private households can obtain a tax allowance for the care of care-dependant relatives or for household works as well as for works of craftsmen.

Further information can be obtained at:

Info Hotline of the Lower Saxon Tax Administration 0180/3340334 (14 ct/ min from German landline).

www.info-hotline.niedersachsen.de
www.ofd.niedersachsen.de
www.bmfsfj.de
www.familienhandbuch.de

Abatement for Child Raising Period

In most cases young parents want to enjoy the domestic happiness alone. But that means the occupational activities will be in some way reduced. Will child-raising periods have a negative impact on the pension? Abatement for child raising periods has been in force since 1986.

Certain occupational groups are however exempted:

– civil servants, judges or soldiers,
– recipient of a full pension,
– civil servant pensioner,
– Persons having reached the standard retirement age,
– persons who are insured in occupational pension schemes and were therefore exempted from the legal compulsory insurance.

The child education time is granted to the majorly educating parent. In the event of same educational period the mother will principally obtain the education time to be allowed. If you want to avoid that you have to make a joint declaration at the pension insurance. The child

Sources:
Familienbegleitbuch Osterode, Studieren, Forschen und Lehren mit Kind in Aachen
education period begins with the month after the birth of the child and is three years. If during this time a second child is born, the allowable child education time will be extended by the period in which both of the children are educated.

The evaluation of the education for the future pension is made according to the average gross annual income of all persons insured in the pension system, which was for example in 2009 at 30,879 Euro. For every year of education a credit of remuneration points will be calculated which will be credited to the pension account. If besides an occupation under the social security system is carried out, both of the values will be added. This is however practiced only up the amount of the contribution assessment limit.

The education times have to be proven towards the pension insurance. This is done by a corresponding declaration in the application on determination child education period at responsible pension insurance institute. This application has to be accompanied by a birth certificate and for an adopted, step or fostered child by evidencing the legal relationship.

More information on abatement on child education periods can be found on the website of Deutsche Rentenversicherung with comprehensive brochures and forms for download. www.deutsche-rentenversicherung-braunschweig-hannover.de

Beratungszentrum Goslar der Deutschen Rentenversicherung Odermarkplatz 2 38640 Goslar Phone: 0800 1000 480 10 (Questions & Information),

**Tax Abatement for Dependent Children**

The tax abatement for dependent children which is taken into account for the annual tax declaration shall grant the minimum subsistence level of children. It is taken into account, when the child benefit is not sufficient for coverage. In practice the fiscal authorities will check during the annual income tax assessment, whether the abatement for dependent children is more favourable for the parents than the full child benefit and automatically uses the more advantageous variation.

If abatement for dependant children will be taken into account for the income tax, that will have a minimizing effect on the solidarity surcharge and the church taxes.

The abatement for dependant children is principally paid until completion of the 18th year of age of the child. Nevertheless there are additional regulations. If the child is not in an employment and is registered as looking for work, the period to be taken into account will be extended until completion of the 21st year of age.

Children at the age of 18 and 25 years will be taken into account when being educated for a profession – apprenticeship, studies, when being in an interim period for maximally four months between two sections of educational training, when a apprenticeship cannot be started or continued due to a lack of a place to train, doing a voluntary year of social service or voluntary ecological year, or are abroad as development aid worker or service provider pursuant to § 14 b Zivildienstgesetz. However, the child’s own income must not exceed 7,680 Euro a year.

The abatement for dependent children is made up of the factual minimum subsistence level of the child including the basis needs of clothing, food and housing as well as the requirements for care, education and apprenticeship to be considered.

**Nursing a Sick Child – Children Sick Pay**

When the child is sick – depending on the age of the child – who will take care of it? When little children suffer from a severe disease the mother and/or the father would want to nurse it.

In these cases members of the mandatory health insurance have got the possibility to take an unpaid leave with consent of the employer. The health insurance will pay a sickness ben-
benefit for this time. A prerequisite for this leave of absence pursuant to § 45 SGB V is that:
– the child is younger than 12 years old,
– nursing is required as per medical opinion,
– a doctor provides a medical attestation on the disease
– there is no other person in the household who may nurse the child.

If these prerequisites are provided, you may take an unpaid leave of absence of up to 10 working days a year, for single parents up to 20 working days a year. For several children you may ask for maximally 25 days are admissible, for single parents you may maximally ask for 50 working days a year.

Those who are privately insured may not recur to the regulation of § 45 SGB V.

Apprentices

This chapter is addressed to parents whose children are in an education/apprenticeship as well as to apprentices being parents themselves.

Apprentices get a vocational training pay which is determined in an apprenticeship contract and will increase over the years (§ 17 Berufsbildungsgesetz). Often vocational training pays are determined in a labour agreement. Apprentices may not take out a Mini Job contract.

The employer has to be provided with a wage tax card. Whether wage tax has to be paid, decisively depends on the selected tax bracket. If wage tax has to be paid, the employer will retain it from the vocational training pay and transmits it to the fiscal authorities. Apprentices are entitled to apply for a wage tax reduction in advance by having registered a tax exempt amount for high expenditure within the scope of the vocational training (travel costs, working clothes, special literature). If the vocational training pay is more than 325 Euro gross, apprentices and employers pay in equal parts the social security contributions (unemployment, health insurance, pension and nursing insurance). When the vocational training pay is lower than this limit, the employer alone has to pay the social security contributions.

Further information:

www.dgb-jugend.de/ausbildung/dein_geld/ausbildungsverguetung

During the vocational training of their children, parents continue to obtain the child benefit for their children up to the completed 25th year of age. As the child benefit is thought to be used to support education in general, parents are obliged to pay the child benefit to their children, if they do not live any more in the household. In the event of a refusal the child may apply for a direct payment of the child benefit to the child. Please refer to the chapter “Child Benefit” for further regulations. The provisions of Maternity Protection Law also apply for women being in an apprenticeship relationship. For more detailed information the respective legal provisions refer to the chapter “Maternity Protection”.

Apprentices who take care of their child after birth and educate it on their own, will obtain Parents Money. The respective apprenticeship does not have to be interrupted for that purpose. This case does not depend on the number of weekly hours to be spent for the apprenticeship, thus differing from other kinds of employment. There is no limitation to 30 hours a week. Parental leave can be taken as well, as the apprenticeship is put on the same level as an employment. However, the parental leave will not be considered in view of the period for the apprenticeship. That means remaining apprenticeship time have to completed after the parental leave. Further regulations can be found in chapter “Parents Money/Parental leave”.

Vocational training grants are paid during a vocational training as well as during prevocational education measures. Apprentices will get vocational training grants, if they cannot live with their parents during their apprenticeship, because the training company is too far from the parents’ home. Apprentices at an age older than 18 years or who are married or have at least one child can also obtain the vocational training grant when living in the direct vicinity of their parents’ home. After a completed first vocational training of whatsoever kind a vocational training grant will not be paid.
In general the vocational training grant is paid for the duration of the education. However, this entitlement has to be applied for in appropriation periods, for vocational training for 18 months, in other cases for 1 year. The vocational training grant is however only paid when required to pay her/his livelihood, for the travel costs and other expenditures (total requirement). Therefore a means test will be carried out examining the own income, the parents’ income, the spouses respectively the life partners income which will be taken into account when exceeding certain amounts of exemption. To check whether and at what amount the vocational training grant can be paid or not, you may use the BAB-Calculator of Agentur für Arbeit at www.babrechner.arbeitsagentur.de.

Application to obtain vocational training grant can be filed at Agentur für Arbeit, in which district the apprentices has got her/his residence or usually lives. If the application is filed after starting the apprenticeship, it can be paid retroactively beginning with the month in which the application for the benefit was submitted.

b) Organisation of Working Life

Apart from financial security an early and trouble-free come-back to occupation is a challenge. It is about to bring family and working life with a good time management in a good balance. Preparation should be done timely, then you and also TU Clausthal will benefit. Thus the employer is able to organise a secure and smooth operation of work for the duration of parental leave, while the employee can get beforehand an overview on the possible come-back models. In addition it is possible to get an idea on the mutual interests and important preparation can be made for a future career.

Following information serve as a basis for personal talks. Differing possibilities how to plan

Sources:
Wegweiser für Familien an niedersächsischen Hochschulen
your vocational downtime and your come-back will be presented to you.

**Working Time Reduction**

**Parental Leave**

An entitlement to take parental leave is granted to every parent, to take care and educate her/his child until completion of the child’s third year of age. For an adopted child or a child in full time or adoption nursing a parental leave can be taken of up to three years beginning with taking up a child at the entitled person, at the longest until completion of the child’s eighth year of age. During parental leave the main duties of the employment will cease. However, the employment relationship continues and after termination of the parental leave the employee has the right to return to her/his original working place, respectively to one which is equivalent to the previous one.

Parents may play freely schedule their parental leave. Each parent may claim a parental leave and both parents may also make use off up to three years in total. With the consent of the employer a transfer of up to 12 months between the 3rd and 8th birthday of the child is possible, for example during the 1st year at school.

Employees have to apply for their parental leave 7 weeks at the latest before its start in writing at the employer. Thus the organisational difficulties to find substitute employees are taken into account.

In order to schedule the parental leave in a flexible way and simultaneously grant the required planning security for the employer, parents have to determine their personal schedule for the upcoming 2 years when applying for the leave. Parental leave can be divided in two periods. A further subdivision requires the consent of the employer.

During parental leave a part time employment of up to 30 hours a week is possible. In the event of simultaneous parental leave parents may the work 60 hours a week in total (30 +...
So the family income can be secured to a certain extent during parental leave. The father as well as the mother are not forced to interrupt their employment and can take care of their child themselves. This corresponds to the wish of many parents and is favourable for the employer with regard to his requirements. They will have highly motivated employees and do not have to get along without their reliable employees for a longer time.

Under certain conditions an entitlement to reduce working time within a scope of 15 to 30 hours a week will incur. However, there will be no entitlement to reduce working time when urgent operational reasons do not allow this. An entitlement to return to the previous working place is granted. Beginning with the time when the parental leave has been applied for, at the earliest 8 weeks before starting the parental leave, as well as during the parental leave, the employer must not terminate the employment relationship. Only in exceptional cases a termination can be declared as being admissible.

For limited employment contracts parental leave can be only taken in that period in which the employment relationship continues. The employment period is not extended by the parental leave. Employees with an employment contract on basis of the Science Temporary Contract Act (WissZeitVG) or those having a contract pursuant Framework Act for Higher Education (HRG), concluded prior to 18 April 2007, can expect an extension basing on special regulations. A legally binding information can however only be obtained from your staff officer.

When a woman gets pregnant during an apprenticeship, she benefits of dismissal protection and may continue the apprenticeship after the maternity leave. It is also possible to take a parental leave and then continue the apprenticeship. The training contract will then be extended correspondingly by the parental leave.

Parental leave can be terminated prematurely or extended within the scope of § 15 Par. 2 BEEG, if the employers agrees. A premature termination due to the birth of a further child or due to a special care of hardship (among other in the event of a severe disease or due to considerably jeopardized economic existence) the employer can only refuse within four weeks claiming urgent operational reasons.

Have you split the parental leave and the change can not be carried out due to important reasons, the employer has to approve an extension. The extended parental leave is deemed to be one period. If the employer agrees to the premature termination, this case allows as well a transfer of part of up to twelve months of the remaining parental leave after consent.

A comprehensive brochure “Elterngeld und Elternzeit” (Parents Money and Parental Leave) was issued by the Federal Ministry for Family, Senior Citizens, Women and Youth. This brochure and further helpful information can be downloaded at www.bmfsfj.de on the Internet.

**Part time employment**

Part time models are the most practicable form of an occupational come-back, because they are favourable to new parents as well as to the employer. The term “part time" in this context is not necessarily meant as a half of the working time, but it is a reduction of the previous, regular weekly working time of a full time job.

Employees as well as public servants have got the opportunity, to take a leave for family reasons without getting paid, respectively reduce their working time. An employee being in an employment for more than six months has acquired the right to work part time. Application has to be filed at least 3 months before the requested start. Usually applications on part time work are respected, except when urgent official or operational needs do not allow it.

An agreement on part time work binds both of the contractual parties. A change in the volume or the return to full employment can only be agreed upon consent with the employer. A condition for granting unpaid special leave is the provision of an “important reason”.

Sources: Wegweiser für Familien an niedersächsischen Hochschulen
Civil servants have to be granted a part time employment, if compelling official reasons do not oppose that: unpaid vacation until a duration of 12 years, when and as long as they have at least one child under the age of 18 or when they take care or nurse a care-dependant relative pursuant to a medical attestation.

The entitlement to a part time employment is not limited with regard to time and can be granted on application as long as a child under the age of 18 years or another care-dependant relative is taken care of or nursed. This also applies when several children one after the other or relatives have to be taken care of. Application should be made timely; if possible approximately 6 months before the requested date of leave respectively the start of the reduction of working time.

An entitlement to premature termination of a part time employment or leave of absence granted according to application does principally not apply. Please find further detailed information in the pamphlets on part time employment and leaves of absence provided including parental leave at


Further comprehensive information on questions of labour law, to the time limitation of employment and insurance provisions for person working in part time are offered in the brochure “Teilzeit – Alles, was Recht ist”, issued by the Federal Ministry for Employment and Social Matters. This brochure can be downloaded in PDF-format at www.bmas.de/DE/Service/Publicationen/a263-teilzeit-alles-was-recht-ist. html or can be ordered free of charge in print version.

Flexitime

Flexitime regulations at TU Clausthal also contribute to the compatibility of occupation and family. Within the scope of this regulation employees may determine their daily work time within a given framework. Inability to work on short term can be compensated by the extra hours to be worked.

Apart from that part time employees with children under 12 years of age are given the opportunity by compensatory time several times a month, (in accordance with the official requirements) to stay away and cope with the requirements of the family.

As general rule since 2011 the university is closed at the respective year’s end (27 Dec – 30 Dec) and these days can be compensated by compensatory time.

More detailed information on flexitime regulations can be obtained in the administrative manual:

www.tu-clausthal.de/hv/d5/vhb/system3/3_00_07_01.html

Alternating Teleworking

TU Clausthal intends to make compatibility of occupation and family easier. One element in favour of this purpose is introduction of alternating teleworking.

Alternating teleworking means that employees perform their individual working time partly at home (domestic working place) and partly in the office (operational working place). Employees in teleworking will be supported by aids and appliances of decentralised information processing technology or communication technology. The domestic working place is online connected with the office.

Modern electronic information and communication tools are a valuable aid to unite the domestic and the operational working place.

A safeguarded access over the Internet enables the access to all information of the university, as if you were sitting at your computer in your office at the university. This includes the personal working papers in main memories even the local files on you personal computer.
in your office. Independent on the location a homogenous work environment is provided.

In addition the TK-System of the university offers the opportunity to connect your domestic Phone with the Phone number of your office in such way that it can not be detected whether the call are received or going out in the office or at home.

For the communication with colleagues in the office apart from Phone and E-mail a chat can also be used. Video conferences can be hold without great effort; other employees can join in by video of telephone conference. For organisational purposes Groupware systems, as e.g. for date arrangement, independent on the working place of the staff member, can be used.

In terms of teleworking applies that the importance of personal communication should not be neglected. After first experiences with teleworking projects we however have to state objectively that many work processes can be carried out independent on the location of the employee, and that an alternating model will balance well the advantages and disadvantages. In particular in the field of scientific occupation and science can be combined in a special way.

The alternating days serve to maintain the contact to the colleagues at TUC. On these days completed orders/commissions are handed over and tasks will be processed which cannot be carried out at home. Superiors give their feedback on the delivered work results and reconcile tasks and processing periods for the upcoming domestic working phase.

The target group includes employees in administration, the faculties and central institutions which are able to assert social or organisational reasons. The project aims at:

- improving compatibility of occupation and family
- increasing the employees’ efficiency and motivation
- being an ecological contribution by reducing commuter traffic

At present teleworking is carried out as a model project since 2011. Duration is scheduled for three years.

www.familie.tu-clausthal.de/ arbeiten-mit-kind/telearbeit

Contact Maintaining and Come-back Management (KWEM)

Technische Universität Clausthal promotes students, employees and young scientists –male and female – to assume family tasks to gain social competencies and career and family do not have to be a contradiction.

Goal of KWEM is the opportunity to stay in touch with the employees of TU Clausthal during family phase and the support of the come-back after a break in occupation due to time spent with the family. The target group includes all employees of the university as well as apprentices.

As a “family phase” in this context is deemed to be the time of maternity leave and – if applicable – followed by a parental leave respectively leave of absence due to reasons in the family includes for example the nursing of relatives. The contact maintenance and come-back management is supposed to be an orientation and handling guideline for all employees of the university being in a family phases as well as for all those who accompany them in this period (human resources, superiors), exceeding the legal, pursuant to the tariff and university-internal regulations.

By returning into occupation while being supported by KWEM the university tries in particular to enable an adaptation to the current operational situation, respectively to achieve to secure the connection to the own field of research and to find a family-friendly regulation of working time and child care.

Please find further information on KWEM in the administration manual of TU Clausthal:

www.tu-clausthal.de/hv/d5/vhb/ system3/3_00_02_02.pdf
Family-Friendly Dates for Reunions and Meetings

TU Clausthal strives to enable family-friendly scheduling of meeting dates and times. In circular letters and in the gender equality plan all employees working for the university are asked to schedule meetings of committees, commissions etc. during core times if possible.

c) Legal Basis

Science Temporary Contract Act (WissZeitVG)

The Wissenschaftszeitvertragsgesetz (WissZeitVG) applies for scientific and artistic staff in limited employments at the nationally recognized universities pursuant to federal state law and national research institutes.

Pursuant to § 2 Par. 1 WissZeitVG scientific and artistic personnel without doctoral degrees can be employed up to six years in limited employments. After completion of the doctorate a limitation is allowed up to six years. For a phase shorter than six years before obtaining the doctoral degree the limitation will be correspondingly extended after the PhD.

Differing from this regulation § 2 Par. 1 WissZeitVG includes an element of family-friendly policy. Whereas the duration of the limitation of the contract will be always extended by two years respectively per child to be taken care of under the age of 18. So the requirement of family-friendliness at all universities is taken account for and the mastering of the threefold burden of employment, scientific qualification and family will be made possible. This is however just an option: the extension does not happen automatically, it has to be agreed upon with the employer in a contract.

The family policy element applies for both parents. A prerequisite is only a nursing relationship which is deemed to be existent when child and nursing person live in one household. A the personal right to child custody is not required.

Apart from this regulation a limited contract will be automatically extended pursuant to § 2 Par. 5 WissZeitVG, and if the employee agrees, by:

– periods of a leave of absence or reduction of working time by at least 1/5 of the regular working time, which had been granted for nursing or talking care of one or several children under the age of 18 as well as
– periods of recourse to parental leave pursuant the Bundeselterngeld- und Elternzeitgesetz and periods of general ban on work in accordance with the Maternity Act to the extent that an occupation has not been carried out.

You have to observe that an automatic extension does not exclude the family policy element, apart from that the regulations set out in II. and III. will apply.

Further information can be obtained at the website of Bundesministerium für Bildung und Forschung:

www.bmbf.de/de/6776.php
www.bmbf.de/pubRD/WissZeitVG_endg.pdf

Application for Leave of Absence to Nurse a Close Relative

On 01 July 2008 the new Nursing Time Law was decreed. This law aims at enabling employees by absence of leave from their employment to take care of care-dependent close relatives in domestic environment and thus promote the compatibility of occupation and family. This law does not apply for civil servants.

Employees have the right to stay away form their work up to ten working days, if that is required to organise need-based nursing or to secure nursing care a for care-dependant relative in a case of acute occurrence. This short-term inability to work has to be communicated immediately to the employer.

Employees will be have to be released from work in whole or parts, when they nurse a care-
dependant close relative in domestic environment, whereas the care period must not exceed 6 months. The nursing time has to be communicated to the employer in writing at least ten working days prior to its beginning.

The new Familienpflegezeitgesetz in force since 01 January 2012 is still in an introduction respectively implementation phase.

Further information can be obtained at your personnel officer and in the section Occupation / Studies and Care

d) Fathers and Compatibility

Speaking of compatibility of occupation/studies and family your first idea will be surely a mother with little children. However, this topic has got many more facets. Increasingly more men wish – and also assume – an active part in the family.

Through the Parents Money granted and the parental leave regulation additional possibilities have been created, as parents may schedule and divide the granted 12 respectively 14 months of payments to their needs. A combination of simultaneous and alternating receipt of payment is possible. In accordance with Niedersächsisches Ministerium für Soziales, Frauen, Familie, Gesundheit und Integration the number of fathers in parental leave increased to 18 percent in 2011.

However, it is a fact that it is quite unusual for men to work “part time”, whereas women often do so. Helpful tips how to use a parental leave being a man can be found at the website of the family-friendly university and in the information of the Niedersächsisches Ministerium für Soziales, Frauen, Familie, Gesundheit und Integration and the Bundesministerium für Arbeit und Soziales (BMAS).

www.familie.tu-clausthal.de
6. Addresses and Useful Links

a) Addresses

Präsidium der TU Clausthal
Adolph-Roemer-Straße 2A
38678 Clausthal-Zellerfeld
Phone: (05323) 72-3900
E-mail: Praesident@tu-clausthal.de
www.tu-clausthal.de

Servicestelle „famiengerechte Hochschule“
der TU Clausthal
Gleichstellungsbüro TU Clausthal
Leibnizstraße 4A
38678 Clausthal-Zellerfeld
Phone: (05323) 72-3145
E-mail: familie@tu-clausthal.de
www.familie.tu-clausthal.de

Gleichstellungsbeauftragte der TU Clausthal
Gleichstellungsbüro TU Clausthal
Leibnizstraße 4A
38678 Clausthal-Zellerfeld
Phone: (05323) 72-3106
E-mail: gleichstellungsbuero@tu-clausthal.de
www.gb.tu-clausthal.de

Personalrat der TU Clausthal
Leibnizstraße 2, 2. OG
38678 Clausthal-Zellerfeld
Phone: (05323) 72-2248
E-mail: personalrat@tu-clausthal.de
www.personalrat.tu-clausthal.de

Internationales Zentrum Clausthal (IZC)
Graupenstraße 11
38678 Clausthal-Zellerfeld
Phone: (+49) 05323/ 72-5031
E-mail: international@tu-clausthal.de
www.izc.tu-clausthal.de

Rechenzentrum der TU Clausthal
Erzstraße 51
38678 Clausthal-Zellerfeld
Phone: (05323) 72-2045
www.rz.tu-clausthal.de

ServiceCenter Studentenwerk
OstNiedersachsen
Leibnizstraße 12
38678 Clausthal-Zellerfeld
Phone: (05323) 72-7222
www.stw-on.de/clausthal/beratung

Psychosoziale Beratungsstelle des
Studentenwerkes OstNiedersachsen
Silberstraße 1
38678 Clausthal-Zellerfeld
Phone: (05323) 72-3925 or 72-3926
E-mail: h.hohmann@stw-on.de or
b.hille@stw-on.de
www.stw-on.de/clausthal/beratung

Gleichstellungsbeauftragte der
Samtgemeinde Oberharz
Am Rathaus 1, Room 25
38678 Clausthal-Zellerfeld
Phone: (05323) 931160
www.samtgemeinde-oberharz.de

Familienbündnis Oberharz
c/o Gleichstellungsbeauftragte der
Samtgemeinde Oberharz
Am Rathaus 1
38678 Clausthal-Zellerfeld
Phone: (05323) 931-160, -161
E-mail: info@buendnis-oberharz.de
www.buendnis-oberharz.de

Koordinierungsstelle Frau und
Wirtschaft Goslar
Klubgartenstraße 6
38640 Goslar
Phone: (05321) 760
www.landkreis-goslar.de/ko-stelle
Kinderservicebüro Osterode
Landkreis Osterode am Harz
Kreishaus C 1.19 - C 1.21
Herzberger Straße 5
37520 Osterode
Phone: (05522) 960290
E-mail: Kinderbetreuung@landkreis-osterode.de
www.landkreis-osterode.de/index.phtm

Geschäftsstelle der LNHF
Georg-August-Universität Göttingen
Goßlerstraße 9, 37073 Göttingen
Phone: (0551) 3912489
www.lnhf.gwdg.de

berufundfamilie gGmbH
Friedrichstr. 34
60323 Frankfurt a.M.
Phone: (069) 300388-500
E-mail: info@beruf-und-familie.de
www.beruf-und-familie.de/

Netzwerkbüro „Erfolgsfaktor Familie“
DIHK Service GmbH
Breite Straße 29
10178 Berlin
Phone: (030) 20308 6101
E-mail: netzwerkbuero@dihk.de
www.erfolgsfaktor-familie.de

b) Useful Links

www.bmfsfj.de

At the website of the “Bundesministerium für Familie, Senioren, Frauen und Jugend” you will get information, brochures and application forms on the topics: laws, family (family and working world, benefits and allowances, parents competency); older people (new perception of old age, at home in old age, support and nursing, dementia, safe living in old age); equal opportunities/gender equality (policy for women and men, women and working world,
perspective for boys and men, protect women
against violence, information for pregnant
women, promote female migrants); children
and youth (child care, children and youth
protection, integration and chances for young
people, competencies of youth, independent
youth policies, children website); volunteer
engagement (Bundesfrei-willigendienst, FSJ/FöJ,
multigenerational houses, strengthen engagement).

www.bmg.bund.de
At the website of the “Bundesministerium für
Gesundheit” you get information, brochures and
application forms on following topics: health
insurance (change of insurance, GKV-provision
structure law), figures and facts on health insur-
ance, insurants, additional services & selectable
tariffs, additional contribution & social equaliza-
tion, ambulatory supply, in-patient supply, ben-
efits, supply with medicaments), health system,
prevention, organ donation, patients’ rights,
nursing (nursing counselling, nursing insurance,
who is in need of care?, benefits, dementia, sup-
port for relatives).

www.bmj.de
At the website of “Bundesministerium für
Justiz” you will get information, brochures and
application forms on following topics: citizens
(citizens’ and human rights, society, digital
world, consumer protection, economy and
trade, Europe); Law (administration of justice,
civil law, criminal law, trade and economy law,
public law, judiciary administrations).

www.buergerservice.niedersachsen.de/
modules/bs/serviceportal
At the “Bürgerserviceportal Niedersachsen of
Niedersächsisches Ministerium für Inneres
und Sport” you will obtain useful information
and forms with following topics: identity card
and passport; work and occupation; building;
handicap; apprenticeship; heritage and last will;
vehicles and traffic; family and children; birth;
society and politics; commerce and economy;
marriage and partnership; child care; illness and
health; migration and asylum; cases of hardship
and victim support; retirement; school; death;
studies; relocation; agriculture and environ-
ment; military and civil service, housing and
consumption.

www.bzga.de
At the website of “Bundeszentrale für gesund-
heitliche Aufklärung” (federal central for health
education) you will find information on the
following topics: HIV prevention, sex educa-
tion and family planning, National Centre Early
Aids, addiction prevention, nutrition – move-
ment – coping with stress, children and youth
health, women’s health and health promotion,
health in old age, health promotion of people
with migration background, equal opportuni-
ties in view of health, organ and tissue dona-
tion, blood donation, protective vaccinations
and personal infection protection.

www.familienhandbuch.de
At the website of “Familienhandbuch” of
Staatsinstitut für Frühpädagogik you will get
a lot of useful information, reports and advice.
In addition important information is also pro-
vided in the languages English, Greek, Italian,
Croatian, Polish, Russian, Serbian and Turk-
ish. Topics included are: activities with chil-
dren; offers and support, handicap, parent-
hood; nutrition; educational fields; questions
of child-raising; family and occupation; family
education; family policies; health; household/
finances; youth research; day child care; infant
development; benefits for children; partner-
ship; school; partial and stepfamilies; separa-
tion/ divorce.

www.familien-mit-zukunft.de
At the sites “Familien in Niedersachsen” you
will get information, inspiration and tips for
parents from A to Z. Topics are: who does
parental actually work? Who do I address to
needing flexible child care? What do I have to
consider looking for a child-minder? How long should a four year old child watch television? How can I enthusiast my child for reading? Is there a safety check for children toys? And who do I address to, if I cannot finance the school trip of my child on my own? With numerous references to brochures, guides and relevant websites. Special focus is put on offers, events and contact points for families in Lower Saxony.

www.familien-wegweiser.de

At the website of the “Bundesministerium für Familien, Senioren, Frauen und Jugend” you will get a short overview on the most important family benefits and answers to frequently asked questions. By means of online calculators you can find out by yourself, which benefits like child benefit and parents money at what amount you are entitled to. Important forms and useful links are joined in a compact way. You will find service telephone numbers of federal authorities as well as portals of the federal states. Furthermore, federal states and municipalities grant many special benefits and information and offers for families. Here you find the right addresses and contact partners for you request on the spot.

www.hebammen-niedersachsen.de

At the website of the “Hebammenverband Niedersachsen e.V.” information for parents, midwives and other interested persons are presented. At the website “Elternseite” you get know things to know around pregnancy, birth, puerperium and breastfeeding. In addition articles on special topics are offered. With these additional links you can be passed to the website which might answer for a special type of inquiry. The “search engine” enables you to find a midwife in your direct vicinity.

www.ms.niedersachsen.de

At the website of the “Niedersächsischen Ministerium für Soziales, Frauen, Familie, Gesundheit und Integration” you will get information, tips and brochures on following topics: social; equal opportunities/women; family; citizens engagement; children and young people; senior citizens/generations; construction and housing; heath, safety at work and integration.

www.profamilia.de

Pro familia is a non-profit organisation, religiously and politically neutral. pro familia does not pursue any political interests and is exclusively obliged to the well-being of their clients. pro familia is engaged for the rights of individual persons and to their sexual self-determination and for self-determined family planning. pro familia is the biggest non-governmental organisation for counselling on sexual, pregnancy and partnership issues in Germany. Apart from offering this counselling offers pro familia provides an own sexual-pedagogic offer, professional online counselling and offers medical services. More than 300,000 people a year benefit from the offers of pro familia.

www.treffpunkteltern.de

The website “Treffpunkt Eltern” informs about the most differing needs and request of parents. It provides information on family law (alimony, divorce, child custody, paternity, etc.), on pregnancy (signs, pregnancy weeks, nutrition, risks, provisions etc.), on births (phases of birth, labour, location of birth, midwives, breastfeeding, etc.), for parents (child-raising, funds, partnership, etc.) and for children (baby, toddler, leisure time, health, children diseases, provisions etc.).

www.vamv.de

The website of the “Bundesverbandes alleinerziehender Mütter und Väter e.V.” takes care of the particular needs and provides important information in particular for single parents. This association does not only handle the needs of German single parents, but also in particular those of foreign single parents.
## Glossar

### A

<table>
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<tr>
<th>German Term</th>
<th>English Term</th>
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<td>Deductibility</td>
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<tr>
<td>Alleinerziehender/e</td>
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<td>Amtsärztliches Attest</td>
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<td>Angehörige</td>
<td>Relatives</td>
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<tr>
<td>Antrag</td>
<td>Application</td>
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<tr>
<td>Arbeitsagentur/ Agentur für Arbeit</td>
<td>Employment Agency</td>
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<tr>
<td>Arbeitserlaubnis</td>
<td>Work/ employment permit</td>
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<tr>
<td>Arbeitslosengeld</td>
<td>Unemployment benefit</td>
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<tr>
<td>Arbeitsverhältnis</td>
<td>Employment relationship</td>
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<tr>
<td>Arbeitsvertrag</td>
<td>Employment contract</td>
</tr>
<tr>
<td>Arbeitszeit</td>
<td>Working time</td>
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<tr>
<td>Arzt</td>
<td>Doctor / physician</td>
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<tr>
<td>ASTA Allg. Studierendenausschuss</td>
<td>ASTA General Students’ Committee</td>
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<tr>
<td>Aufenthaltserlaubnis</td>
<td>Residence permit</td>
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<tr>
<td>Aufenthaltsgestattung</td>
<td>Residence authorization</td>
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<td>Ausbildungsvergütung</td>
<td>Vocational training pay</td>
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<td>Ausländerisch</td>
<td>Foreign</td>
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<tr>
<td>Auslandssemester</td>
<td>Term abroad</td>
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<tr>
<td>Auszubildende</td>
<td>Apprentice</td>
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<tr>
<td>Babysitterbörse</td>
<td>Babysitter pool</td>
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<tr>
<td>BAfög</td>
<td>Federal Training Assistance Act</td>
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<tr>
<td>Beratungsstelle</td>
<td>Counselling centre</td>
</tr>
<tr>
<td>Befristet</td>
<td>Limited</td>
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<tr>
<td>Behinderte</td>
<td>Disabled, handicapped</td>
</tr>
<tr>
<td>Beruf</td>
<td>Occupation, profession, job</td>
</tr>
<tr>
<td>Berufsausbildungsbeihilfe</td>
<td>Vocational training grant</td>
</tr>
<tr>
<td>Berufsbildungsgesetz</td>
<td>German Vocational Training Act</td>
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<tr>
<td>Beschäftigungsverbot</td>
<td>Ban on work</td>
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<td>Beschäftigungsverhältnis</td>
<td>Employment relationship</td>
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<td>Betreuung</td>
<td>Gross income</td>
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<tr>
<td>Beurlaubung</td>
<td>Leave of absence</td>
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<tr>
<td>Bruttoeinkommen</td>
<td>Gross income</td>
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<tr>
<td>Bundesministerium für Justiz / Gesundheit / Inneres und Sport</td>
<td>Federal Ministry of Justice/ Health/ Interior and Sports</td>
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<td>Bundesversicherungsamt</td>
<td>Federal Insurance Office</td>
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### D

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<tr>
<th>German Term</th>
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<tbody>
<tr>
<td>Duldung</td>
<td>Suspension of deportation/ Tolerated stay</td>
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### GLOSSAR

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<tr>
<th>E</th>
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<tr>
<td>Elterngeld</td>
<td>Parents Money</td>
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<td>Elternzeit</td>
<td>Parental leave</td>
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<td>Elter-Kind-Gruppe</td>
<td>Parents-Child-Group</td>
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<tr>
<td>Entbindung</td>
<td>Childbirth, accouchement</td>
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<thead>
<tr>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>Familienwegweiser</td>
<td>Family guide</td>
</tr>
<tr>
<td>Familienpflegezeitgesetz</td>
<td>Parental leave law</td>
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<tbody>
<tr>
<td>Geburtshaus</td>
<td>Birthing centre</td>
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<tr>
<td>Gesetzlich Krankenversicherte</td>
<td>Persons with statutory health insurance</td>
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<tr>
<td>Giftinformationszentrum</td>
<td>Poison information centre</td>
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<td>Gleichstellungsbeauftragte</td>
<td>Equal opportunities officer</td>
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<tr>
<td>Gleichstellungsbüro</td>
<td>Equal opportunities office</td>
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<tr>
<td>Gleitzeit</td>
<td>Flexitime</td>
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<td>Grundschule</td>
<td>Primary/elementary school</td>
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<td>Gynäkologen</td>
<td>Gynaecologist</td>
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<td>Haushaltshilfe</td>
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<td>Hebamme</td>
<td>Midwive</td>
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<td>Hochschule</td>
<td>University</td>
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<tr>
<td>Hochschulrahmengesetz</td>
<td>Framework Act for Higher Education</td>
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<td>IZC Internationales Zentrum</td>
<td>IZC International Centre</td>
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<tr>
<td>Jugendliche</td>
<td>Youth, young people</td>
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<tbody>
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<td>Pediatric</td>
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<td>Kinderbetreuung</td>
<td>Child care</td>
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<tr>
<td>Kinderfreibetrag</td>
<td>Tax abatement for dependent children</td>
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<td>Kindergarten</td>
<td>Child care centre</td>
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<td>Kindergeld</td>
<td>Child benefit</td>
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<td>Kindertagespflege</td>
<td>Day-nursery</td>
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<td>Day-child care centres</td>
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<td>Krankenhaus</td>
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<td>Krippe</td>
<td>Nursery for babies</td>
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<td>Kündigungsschutz</td>
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<td>Leistungen</td>
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<td></td>
<td>Lohnsteuerkarte</td>
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</tbody>
</table>

| M | Mutterschutz | Maternity protection |
|   | Mutterschutzfrist | Maternity period |
|   | Mutterschutzgeld | Maternity benefit |
|   | Mutterschaftsgesetz | Maternity Protection Act |

| N | Nichteheliche Lebensgemeinschaft | Civil union |
|   | Notdienst | Emergency service |

| P | Personalverwaltung | Personnel management |
|   | Pflege | Care |
|   | Pflegeversicherung | Nursing care insurance |
|   | Privat Krankenversicherte | Persons with private health insurance |
|   | Personalsachbearbeiter | Personnel officer |
|   | Personalrat | Staff council |

| Q | Quellen | Sources |

| R | Rechenzentrum | Computer Centre |
|   | Regelsatz 9 | Standard Rate |
|   | Regelstudienzeit 11 | Standard period of study |
|   | Rentenversicherung | Pension insurance |

<p>| S | Schwangere | Pregnant women |
|   | Schwangerschaft | Pregnancy |
|   | Schulkinderhort | Day care centre for school children |</p>
<table>
<thead>
<tr>
<th>deutsch</th>
<th>englisch</th>
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<tbody>
<tr>
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<td>Studentensekretariat</td>
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<td>Studiengebühren</td>
<td>Tuition fees</td>
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<td>Steuerlich</td>
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