



FLEXIBLE WORKING – FLEXIBLE LIVING

Working time models at DLR

50%

Parental leave

Employees who care for and raise their child themselves are entitled by law to a period of leave of 36 months until the child's third birthday. If agreed with their employer, 24 of these months can be used between the child's third and eighth birthday. Parental leave can be divided into three periods per parent, allowing parents to accompany their child more intensively for a period later on if necessary – for example when the child starts school. In order to achieve the greatest possible planning security for both parties – employer and employee – it is important that you inform DLR in a timely and binding manner of your wishes regarding your parental leave (duration, part-time work during parental leave, partner months etc.).

Your job is protected during the parental leave period. The requirements, calculation basis and deadlines for parental leave and parental allowance are defined in the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz, BEEG).

Extensive information on the various options and a parental allowance calculator can be found in the "Familienportal" of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (www.familienportal.de).



Short sabbaticals

In order to balance extraordinary life situations with work, DLR offers its employees the option of taking a leave of absence in the form of a short sabbatical. This leave of absence can be used for example to spend a period abroad or pursue other personal interests that require a longer period of leave.

The short sabbatical is a special, time-limited form of part-time employment that covers a total period of 27 months and consists of two phases: the 24-month accrual phase and the three-month leave phase.

Employees are eligible to apply for a short sabbatical if they have worked at DLR for at least two years at the time of application, their employment contract has not been terminated and they are not partially retired. Restrictions apply for employees on fixed-term and part-time contracts.

There is no holiday entitlement during the leave of absence period.

Leave in care situations

Accepting the responsibility to care for an elderly or disabled family member is a particular challenge for employees, as the need to provide such care often arises suddenly and unexpectedly. In these circumstances, the possibilities for taking a leave of absence from work may be of great interest. Both the Home Care Leave Act (Pflegezeitgesetz) and the Family Care Leave Act (Familienpflegezeitgesetz) stipulate corresponding options for granting leave.

1. Short-term absence

This regulation allows employees to take up to ten working days' leave in an acute care situation in order to organise adequate care for a close family member if required. Their pay in this period is substituted by the care support allowance (Pflegeunterstützungsgeld), which can be applied for from the family member's nursing care insurance.

2. Care leave

Care leave can be used to provide home care for a close family member for a time. Care leave allows for an up to six-month period of full or partial leave from work. There is also the option of a three-month period of leave to accompany a close family member in their final phase of life. An interest-free loan from the Federal Office of Family Affairs and Civil Society Functions (Bundesamt für Familie und zivilgesellschaftliche Aufgaben) can be requested to mitigate lost income for the period of care leave.

3. Family care leave

If a close family member requires care for a longer period of time, the challenge of balancing care and working life increases exponentially. The legal entitlement to family care leave was introduced to help employees manage this issue. This entitlement allows employees to reduce their working hours to up to 15 hours per week for a period of up to 24 months. Here too employees are entitled to an interest-free loan.

All important information on this option is available from the Internet portal: www.Wege-zur-Pflege.de.

Leaves of absence

Under certain circumstances, an unpaid leave of absence may also offer a way to balance work and family life, for example if your partner is transferred abroad.

Staff employed under collective agreements may request an unpaid leave of absence. During such a leave of absence, your employment contract is suspended. This means that during this period you are not entitled to a salary, sick pay or other benefits. Please note that your entitlements and obligations with regard to the various branches of social security also end when you begin a leave of absence.



For individual advice on the described options please contact your local HR support or the Family Advisory Service of Diversity Management at Diversity Management at the Cologne site.

Flexible working at DLR

DLR supports the work-life balance of its employees by offering them flexible working conditions such as flexitime, a range of part-time models, alternating teleworking or mobile working wherever possible. This helps especially employees with families to achieve an acceptable and mutually satisfactory work-life balance. The various options are outlined briefly below.

Flexitime models

All DLR sites have works agreements on flexitime. These regulations allow employees to choose their own working hours as far as possible and thus make their workday more flexible. Requirements regarding core hours and maximum daily hours must be observed. The works agreements allow employees to accrue and redeem overtime. Many of the works agreements on flexitime at DLR contain family-friendly aspects for parents of underage/school-age children and for employees with family members requiring care. They therefore permit you to agree individual terms regarding your basic or core working hours or take more flexitime days in a month. For more details please see the works agreement on flexitime applicable at your location. This you will find in the DLR policy manager (Richtlinienmanager) on the intranet.

Mobile working

Mobile working has established itself as a modern and flexible form of work. What employees particularly appreciate about this form of work is that it allows them to better reconcile work, family and private life. Individual needs can be taken into account, and these can be very diverse. They can be family aspects, such as childcare or caring for a relative, as well as one's own health needs or individual lifestyle. In DLR, a distinction is made between two types of mobile work, namely:

Teleworking

The teleworking model is a special form of mobile work and offers the greatest possible degree of plannability for both employees and employers. Because the working days are contractually agreed upon in a binding manner, both the employees and the employer have a reliable confirmation on which they can base their planning. As a rule, the first telework agreement is limited in time, then unlimited.

The challenge of this model is less flexibility because the working days are bindingly fixed and deviations from this arrangement are only possible in individual cases, after consultation between the manager and the employee.

Mobile working

In the mobile work model, the working days are not fixed. The agreement is made directly with the manager in writing. An agreement by e-mail (informal) is sufficient. No supplementary agreement needs to be concluded.

The advantage is a high degree of flexibility for all parties involved. Managers have the possibility in this model to order attendance at work if this is necessary (e.g. for team meetings that have to take place in presence). At the same time, employees are not bound to fixed days for mobile work and they can flexibly adjust the amount of mobile work to reconcile professional and private concerns, as long as in relation to one month the upper limit of 80% of the contractually agreed working time for mobile work is not exceeded.

» All information about mobile working can be found on the [Intranet](#). «

Part-time employment

In some phases of life it may be helpful to reduce your (daily or weekly) working hours. This is covered by a number of regulations in employment law. DLR accommodates its employees as far as possible within the scope of these regulations.

The German Part-Time Work and Temporary Employment Contracts Act in many cases permits a reduction in working hours if you have been employed by DLR for at least six months. Many employees also choose the option to work part-time. During parental leave, parents may work part-time for up to 32 hours per week (up to 30 hours per week for children born before 1 September 2021). It is not the individual week that counts, but the monthly average. Employees with employment contracts based on the applicable Public Sector Collective Agreement (Tarifvertrag für den öffentlichen Dienst, TVöD) may reduce their working hours if they are caring for an underage child or a family member. The Fixed Term Research Contracts Act determines the options for part-time work available to researchers employed on fixed-term contracts.

DLR also offers part-time working in several forms beyond those specified by law and in collective agreements. For example, a switch from full-time to part-time employment can be limited beforehand to a certain period.



About DLR

DLR is the Federal Republic of Germany's research centre for aeronautics and space. We conduct research and development activities in the fields of aeronautics, space, energy, transport, security and digitalisation. The German Space Agency at DLR plans and implements the national space programme on behalf of the federal government. Two DLR project management agencies oversee funding programmes and support knowledge transfer.

Climate, mobility and technology are changing globally. DLR uses the expertise of its 54 research institutes and facilities to develop solutions to these challenges. Our 10,000 employees share a mission – to explore Earth and space and develop technologies for a sustainable future. By transferring technology, DLR contributes to strengthening Germany's position as a prime location for research and industry.

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German Aerospace Center

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