

# Flexible working at DLR

## Leave 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.

## 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.

## 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 "Familien-Wegweiser" of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth ([www.familien-wegweiser.de](http://www.familien-wegweiser.de)).



## 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.

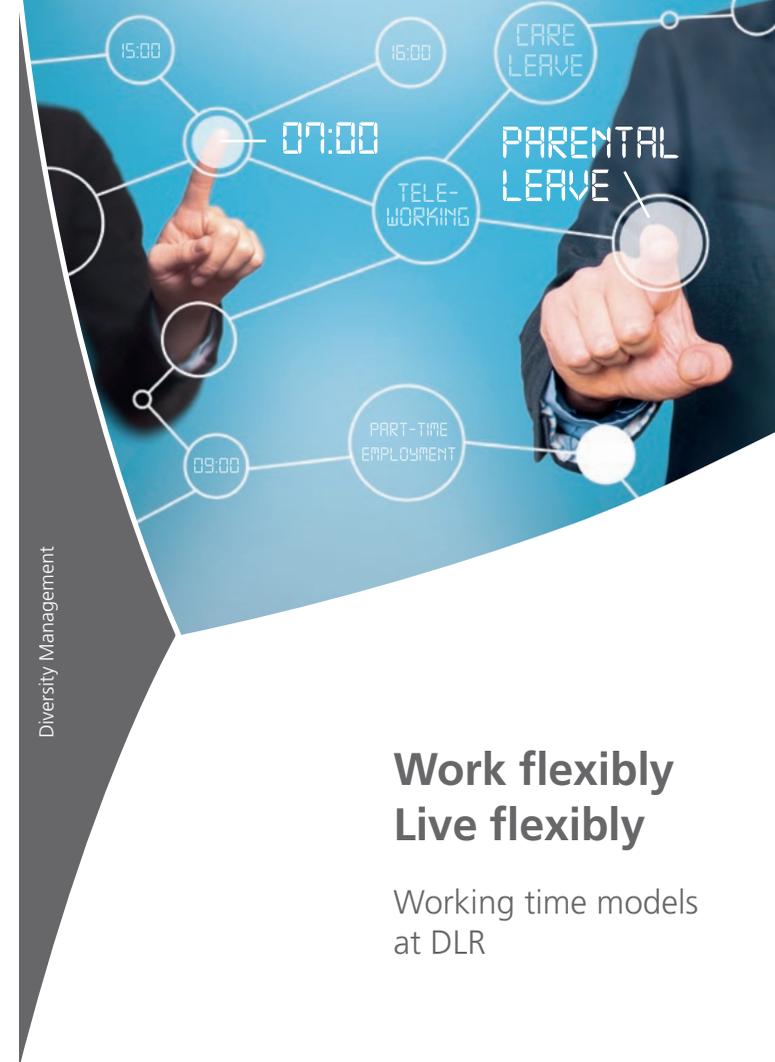
### 2. Care leave

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](http://www.Wege-zur-Pflege.de).**



**Work flexibly  
Live flexibly**

Working time models  
at DLR



# 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.

## Alternating teleworking ("Temporary Workplaces")

The overall works agreement "Temporary Workplaces" covers the requirements and most important points of the option to temporarily work from home. This can be a useful extension of employees' options to individually organise their work, especially for those with family commitments (children and/or family members requiring care). In our experience, alternating teleworking is popular with employees returning to work after a period of family-related leave.

Requirements for approval of a temporary workplace include that certain duties can be performed from the employee's home office, that an appropriate space exists in the employee's home and that interpersonal contact with DLR is maintained. Phases of alternating teleworking should always be limited to a specific, pre-defined period. DLR will provide the equipment required for teleworking.

## 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 for up to 30 hours a week during the parental leave phase. 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.

## Mobile working

Mobile work is work performed outside the workplace on a case-by-case basis for work-related reasons. On the one hand, almost all works agreements on flexitime include regulations stating that, in individual cases and with the approval of your line manager, travel times can also (partially) be credited as working hours if work for DLR was demonstrably done during this time.

On the other hand, mobile working covers the option to work from home for a few hours or days in exceptional circumstances in order to perform professional duties. Any mobile work must be approved beforehand by your line manager in each individual case, and the modalities for recording working hours must always be agreed.

## DLR at a glance

DLR is the national aeronautics and space research centre of the Federal Republic of Germany. Its extensive research and development work in aeronautics, space, energy, transport and security is integrated into national and international cooperative ventures. In addition to its own research, as Germany's space agency, DLR has been given responsibility by the federal government for the planning and implementation of the German space programme. DLR is also the umbrella organisation for the nation's largest project management agency.

DLR has approximately 8000 employees at 20 locations in Germany: Cologne (headquarters), Augsburg, Berlin, Bonn, Braunschweig, Bremen, Bremerhaven, Dresden, Goettingen, Hamburg, Jena, Juelich, Lampoldshausen, Neustrelitz, Oberpfaffenhofen, Oldenburg, Stade, Stuttgart, Trauen, and Weilheim. DLR also has offices in Brussels, Paris, Tokyo and Washington D.C.

LEAVE OF ABSENCE

SHORT SABBATICAL

PARENTAL LEAVE

LEAVE IN CARE SITUATIONS

For individual advice on the described options please contact your local HR support or the central Family Counselling Office in Cologne.



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