

Sabbaticals

DLR also offers its employees the option of “taking time out”: the short sabbatical at DLR is available for the duration of three months and can be taken after only two years of employment.

The funding concept developed to allow these sabbaticals specifies that employees wishing to take a sabbatical are paid approximately 8/9 of their salary with no change to their contracted hours for two years – including during the sabbatical. Health insurance and other social security contributions also continue to be made. After the three months are over, the full salary is again paid.

Leaves of absence

Unpaid leave of absence is not strictly speaking a working time model, but under certain circumstances it may nonetheless offer a way to better balance work and personal life, for example if an employee’s partner is transferred abroad.

At the request of the employee and by arrangement with his or her manager, an agreement can be made to suspend his or her employment contract for a limited period – of a few months to several years. When the leave of absence ends, the employee returns to his or her organisational unit.

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DLR at a glance

DLR is Germany’s national research centre for aeronautics and space. Its extensive research and development work in Aeronautics, Space, Energy, Transport and Security is integrated into national and international cooperative ventures. As Germany’s space agency, DLR has been given responsibility for the forward planning and the implementation of the German space programme by the German federal government as well as for the international representation of German interests. Furthermore, Germany’s largest project management agency is also part of DLR.

Approximately 7000 people are employed at 16 locations in Germany: Cologne (headquarters), Augsburg, Berlin, Bonn, Braunschweig, Bremen, Goettingen, Hamburg, Juelich, Lampoldshausen, Neustrelitz, Oberpfaffenhofen, Stade, Stuttgart, Trauen, and Weilheim. DLR also operates offices in Brussels, Paris, and Washington D.C.



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Equal Opportunities



**Work flexibly
Live flexibly**

Working time models
at DLR



Working time models at DLR

In keeping with its commitment to family-oriented human resources policies, the German Aerospace Centre offers a number of working time models that DLR employees can use – in particular during the family phase – to respond flexibly to the diverging demands of work and family. These measures are however also intended to help improve employees' work-life balance for other personal reasons, such as longer-term further training measures, private stays abroad or similar.

Flexitime

All DLR sites have implemented "flexible working hours": corresponding works agreements allow DLR employees to determine their working hours themselves as far as possible, and thus flexibly manage their workdays. At most sites, employees can start work between 6:30 a.m. and 9 a.m. and leave between 3:30 p.m. and 7 p.m., or 1 p.m. and 2 p.m. on Fridays. In addition, they have the option of accruing overtime during periods of high workloads, which can then be redeemed for half or full days off when required. In general, the works agreements permit these options for four to six half days or two to three full days a month.



At some sites, parents of school-age children can redeem their accrued overtime on up to four full or eight half days.

Most works agreements at DLR also include what is known as bridge day regulations: if there is only one day between a bank holiday and the weekend, this day is considered a holiday; accrued overtime can be used to make up for the lost working hours without limiting the remaining flexitime options available for these months. Expanded bridge day regulations exist for the period between Christmas Eve and the New Year.

While accrued overtime options are available to almost all members of staff, the following further options require individual agreements and changes to the employee's existing employment contract.

Temporary workplaces (telecommuting)

Telecommuting opens up new time windows to employees and offers them a way of aligning family commitments with the requirements of their job. Telecommuting phases should be agreed for a predefined period. In the interest of maintaining social contact with colleagues, telecommuters are expected to schedule regular onsite working days in addition to working at home.

DLR will provide all the technical equipment telecommuters need to work from home, and will also cover the cost of an Internet flat rate. For more information, please see the works agreement on "Temporary workplaces".

A frequently used working time model – especially for employees returning to work after parental leave – is a combination of telecommuting and part-time work.

Part-time work

For certain periods of the family phase, employees may find it useful to temporarily reduce their working hours; here too, DLR strives to accommodate its employees as far as possible.

According to the German Part-Time Work and Temporary Employment Contracts Act (Teilzeit- und Befristungsgesetz, TzBfG), DLR employees in many cases have the option of reducing their working hours once they have been employed by DLR for six months.

According to the current collective labour agreement, working hours can generally be reduced to permit employees to care for their children or elderly, sick or disabled family members.

DLR also offers part-time working in several forms beyond those specified by law and in collective labour agreements. A switch from full-time to part-time employment can be limited in advance to a certain period. Employees who have requested parental leave while their child is less than three years of age can limit their part-time employment to this period and resume full-time working again thereafter.

Working part-time doesn't necessarily mean reducing the number of hours worked per day. There are various options for arranging to work on certain days of the week for a certain number of hours.

