

Checklist: I am pregnant – What do I need to do?

⇒ Before delivery (prenatal)



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When?	What?	Done?
After confirmation of pregnancy	Inform your superior of your pregnancy. Your superior will forward your message to the HR specialist in charge at Directorate VII, Human Resources & Legal Affairs. Hand in a copy of your maternity certificate taken from your maternity records or provided by your gynaecologist (physician) indicating the expected date of birth. Directorate VII, Human Resources & Legal Affairs will reimburse the costs of this certificate.	
Approx. 4 months prior to delivery	Contact your direct superior early on to discuss the organisation and schedule of your work and possible times of absence. This is also a good time to discuss parental leave, which you should apply for 7 weeks prior to taking parental leave at the latest.	
Approx. 7 weeks prior to delivery	Ask your gynaecologist (physician) to issue a certificate indicating the expected date of delivery and send it to your health insurance to apply for <i>Mutterschaftsgeld</i> (maternity benefit/pay). If necessary, you can also apply for an advance from your health insurance.	
	Consult with your statutory health insurance provider regarding a family insurance and/or with the private health insurance provider, should one of you be insured privately. In case you are not married, you can make the necessary arrangements with the father of your child regarding acknowledgement of his fatherhood and child custody at the respective <i>Jugendamt</i> (youth welfare office) prior to delivery.	
Delivery (birth)	<p>You need to inform the <i>Standesamt</i> (registry office) in charge within one week that your child is born (Section 18 PStG (<i>Personenstandsgesetz</i> – German Civil Status Act)).</p> <p>Should the child be born at a hospital or a similar facility providing midwifery, the owner of said facility is required to report the birth (Section 20 PStG). This means that the hospital where your child is born will register your child at the registry office in charge.</p> <p>You will receive several copies of your child's birth certificate, which you will need to apply for:</p> <ul style="list-style-type: none"> <i>Elterngeld</i> (parental allowance) (⇒ from the <i>Hessisches Amt für Versorgung und Soziales</i> (Hessian pension and social affairs office) (also called <i>Versorgungsamt</i> – pension office)); <i>Kindergeld</i> (child benefit) (⇒ from your employer if working in the civil service; as from 01 November 2021, the <i>Familienkasse der Bundesagentur für Arbeit</i> (Family Benefits Office of the German Employment Agency) will take care of child benefit payments; already active cases will be transferred to it); <i>Mutterschaftsgeld</i> (maternity benefit/pay) (⇒ from the health insurance provider of the mother). <p>You will also receive a copy for <i>religious purposes</i>. Additional copies are possible, which you will have to pay for in most cases.</p>	



When?	What?	Done?
Delivery (birth)	Starting on 01 August 2022, your registered life partner can apply for “ Elterntage – parental days ” during the first eight weeks of childbirth, should your registered life partner be employed at TU Darmstadt and fall within the scope of collective agreements applicable to TU Darmstadt (such as the TV-TU Darmstadt collective agreement).	

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⇒ After delivery (postnatal)

When?	What?	Done?
After delivery (postnatal)	Apply for your child’s membership at your statutory or private health insurance provider, including health insurance card. If possible, also apply for exemption from payments. Your health insurance provider will report the period in which you receive maternity benefits/pay directly to the <i>Deutsche Rentenversicherung</i> (German pension insurance institute). Please keep this certificate in a safe place.	
	Send the following documents to the HR specialist in charge at Directorate VII, Human Resources & Legal Affairs: - A copy of your child’s birth certificate - The completed form for <i>Kinderzulage</i> (child allowance) Directorate VII, Human Resources & Legal Affairs will send you the application form	
	<i>Kinderfreibeträge</i> (tax allowances for children): Once you have registered your child at the <i>Einwohnermeldeamt</i> (local resident’s registration office), the tax allowances for children will be transmitted electronically via the <i>Finanzamt</i> (tax office) to the <i>Hochschulbezügestelle</i> (BHF Kassel – Hessian university remuneration office). Please contact your local tax office for more information on the tax allowances for children.	
	As necessary: Apply for a certificate of residence as prerequisite for applying for child benefit at the <i>Einwohnermeldeamt</i> (local residents’ registration office) / <i>Ausländerbehörde</i> (foreigners’ registration office).	
Until 3 months after delivery	Apply for <i>Elterngeld</i> (parental allowance) at the <i>Versorgungsamt</i> (pension office). You do not need to apply for parental allowance immediately after giving birth to your child. However, retroactive pay is only granted for the last three months prior to the month in which your application for parental allowance has been received.	



When?	What?	Done?
Until 6 months after delivery	Apply for <i>Kindergeld</i> (child benefit) at the <i>Familienkasse der Bundesagentur für Arbeit</i> (Family Benefits Office of the Federal Employment Agency). You do not need to apply for child benefit immediately after delivery of your child. The deadline for retroactive child benefit payments is 6 months.	
1 week after delivery to 7 weeks prior to taking parental leave	Notify your superior in writing of your parental leave scheduling, should you not have done so in writing yet. Your superior will forward this notification to the HR specialist in charge at Directorate VII, Human Resources & Legal Affairs. If you do not register for parental leave, you need to start working again the moment your maternity leave period has ended.	
Approx. ½ year prior to the end of parental leave	Make an appointment with your direct superior for discussing your return to your workplace.	
Approx. 3 months prior to returning to your workplace	Talk to your superior to organise and schedule your return to your workplace. You can get the application form for <i>Elterngeld</i> (parental allowance) at your local <i>Hessisches Amt für Versorgung und Soziales</i> (Hessian pension and social affairs office).	