

# Maternity discussion guidelines

These discussion guidelines are intended for use as an information and planning tool for supervisors and expectant mothers during and after pregnancy.

They provide an overview of the most important issues to be addressed during this period. It is recommended that supervisors and employees use these guidelines, but they are in no way binding.

February 2022

Employee name	_____
Due date	_____
Contract type/end date*	<input type="checkbox"/> permanent <input type="checkbox"/> fixed-term until _____
Level of employment	_____
Supervisor	_____
Organisational unit	_____
Meeting date	_____

## Fixed-term employment

\* If your contract is due to end during your pregnancy or maternity leave, please request a meeting with your HR Partner. In principle, the same legal provisions apply until the end of your contract as for permanent contracts.

ETH Zurich promotes the ability of parents with a scientific function and a fixed-term contract of employment to be able to continue their career path after maternity or paternity leave. Upon return from maternity or paternity leave, the existing fixed-term contract should continue for at least as long as the period of leave, or be extended as needed by the same number of months/weeks, unless a contract with a longer term is being issued anyway. Employees are urged to discuss this topic early and proactively with their supervisor. Supervisors are urged to discuss the employee's return and the duration of the employment contract with the employee before maternity or paternity leave begins. A guidance sheet is available to assist you. HR is also available for consultation as needed.

You can find more information at [www.ethz.ch/maternity](http://www.ethz.ch/maternity)

If you have any questions or concerns, please do not hesitate to contact your HR Partner: [www.hr.ethz.ch/contact](http://www.hr.ethz.ch/contact)

## During and after pregnancy

During pregnancy, women have increased sensitivity to certain physical influences, chemical substances and micro-organisms. These factors can occasionally have a serious impact on an unborn baby's development. Strenuous work should also be avoided in the later stages of pregnancy. Employers are required by law to provide pregnant and breastfeeding women with work and working environments that do not damage their health or the health of their baby.

### Assessment of the health risks in the workplace

Pregnant or breastfeeding women must not perform any dangerous or strenuous work if a workplace risk assessment has determined that there is a health hazard to the mother and baby. Therefore, employees must contact the Safety, Security, Health and Environment department (SSHE) as soon as they know that they are pregnant so that it can perform an assessment of the risks in the workplace.

- A workplace risk assessment is required and pending.
  - A workplace risk assessment was conducted on (date) \_\_\_\_\_
  - The employee has attended/will attend the maternity information event organised by SSHE
  - The most important protective measures are \_\_\_\_\_
- \_\_\_\_\_
- A special risk assessment of the workplace is not necessary.

### Resting and breastfeeding facilities

Pregnant employees must be provided with a suitable place to lie down and rest when needed. Breastfeeding mothers are entitled to paid breastfeeding time in a suitable room. Keys to one of the existing rooms are ordered via SSHE ([sgu\\_betriebssanitaet@ethz.ch](mailto:sgu_betriebssanitaet@ethz.ch)).

- A separate room for resting/breastfeeding is available nearby.
- A suitable resting/breastfeeding room will be organised internally and made available.
- A suitable resting/breastfeeding room still needs to be found, with the help of the SSHE department if necessary.

### Employee's requests

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### Supervisor's comments

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## Maternity and paternity leave

### Prohibition of employment

The Swiss Employment Act (EmpA) forbids mothers from returning to work for the **first eight weeks** after the birth of their child (see Article 35a(3) EmpA). They must give their express consent if they wish to return to work between the ninth and 16th week.

### Entitlement to maternity and paternity leave

Expectant mothers at ETH Zurich have the right to four months of maternity leave, while expectant fathers can take 20 days of paternity leave. If the father also works in the ETH Domain, the parents may divide the four months of maternity leave between them, the father being entitled to a maximum of two months and the mother only being allowed to return to work from the ninth week after the birth at the earliest. Annual leave entitlement remains unchanged during the four months of maternity leave; no reductions in entitlement are made.

Partner employed in the ETH Domain:  Yes  No  
Leave divided between the parents:  Yes  No  Undecided  
(see also Returning to work)

### Start of maternity leave

As a rule, maternity leave begins on the day of the child's birth. If desired, the employee may begin her leave earlier, at the earliest one month before the due date.

Early start of maternity leave:  Desired  Not desired  Undecided

### Division of maternity leave

There is a ban on returning to work for the first eight weeks after giving birth. From the ninth week of leave, the employee may, if she desires, return to work at a reduced level of employment. The remaining maternity leave will then be extended accordingly.

Split maternity leave:  Desired  Not desired  Undecided

### Extension of maternity leave

The employee may, with the consent of her supervisor and taking into account the business situation, extend her maternity leave beyond the statutory period of four months. The extension can be taken as annual leave, compensation or unpaid leave.

Extension of maternity leave:  Yes  No  Undecided  
Desired extension of maternity leave until: \_\_\_\_\_ date  
Annual leave accrued up to the end of maternity leave: \_\_\_\_\_ days  
Extension will be taken as follows:  
 Annual leave: \_\_\_\_\_ days  
 Compensation for overtime: \_\_\_\_\_ days  
 Unpaid leave: \_\_\_\_\_ days

### Managing of absence

While the employee is on maternity leave, her absence is to be managed as follows:

- The following person will provide maternity cover: \_\_\_\_\_  
from / to \_\_\_\_\_
- There are no plans to employ a substitute person.
- There are plans to employ a substitute person\*.

\* The mother's salary costs are covered by the HR Payroll department's bridging PSP-element during maternity leave, freeing up money in the ordinary budget to employ a substitute person.

### Employee's requests

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### Supervisor's comments

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## Returning to work

The employee will return to her job under the contractual conditions that were previously in place. If the employee wishes to reduce her level of employment, she must discuss this with her supervisor. As a general rule, part-time work is an option at ETH Zurich, taking into account the business situation and with the consent of the employee's supervisor. However, there is no legal right to such an arrangement.

Returning to work:  Yes  No  Undecided  
Returning at the previous level of employment:  Yes  No  Undecided  
Returning at a reduced level of employment:  Yes  No  Undecided

### Reduction in level of employment

Previous level of employment: \_\_\_\_\_ %  
New level of employment: \_\_\_\_\_ % as of \_\_\_\_\_ (date, first day of the month)

### Job description

The tasks and responsibilities set out in the previous job description

are not expected to change.  
 are expected to change and will be modified as of \_\_\_\_\_ (date).

For a detailed description of the area of responsibility, use the Job description form.  
[www.hr.ethz.ch/downloads](http://www.hr.ethz.ch/downloads)

### Gradual return to work

In order to make the return to work easier, ETH Zurich offers new mothers the option of returning to their duties gradually. As a general rule, it is possible for an employee to return to work gradually, taking into account the business situation and with the consent of their supervisor.

Gradual return to work:  Yes  No  Undecided  
Previous level of employment: \_\_\_\_\_ %  
New level of employment: \_\_\_\_\_ % as of \_\_\_\_\_ (date, 1st of the month)  
New level of employment: \_\_\_\_\_ % as of \_\_\_\_\_ (date, 1st of the month)  
Target level of employment: \_\_\_\_\_ % as of \_\_\_\_\_ (date, 1st of the month)

**Employee's requests**

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**Supervisor's comments**

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**Development and career**

The leadership principles of ETH Zurich are reliable for its employees. One of these principles is that personal development must be actively supported. Therefore, supervisors must work with their employees to develop potential professional and personal perspectives and encourage them with appropriate tasks and initiatives. A broad outline for the employee's next five years at work should be discussed at a career planning meeting between the employee and her supervisor.

[www.fuehrungsgrundsaeetze.ethz.ch](http://www.fuehrungsgrundsaeetze.ethz.ch)

**Employee's requests**

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**Supervisor's comments**

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**General comments**

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## Signatures

Place, date \_\_\_\_\_

Signature of the employee \_\_\_\_\_

Place, date \_\_\_\_\_

Signature of the supervisor \_\_\_\_\_

By signing, we confirm that this meeting took place. These guidelines are not binding.

Copy to:

- Employee
- Supervisor

It is recommended to send a copy to the responsible HR Partner.