

MATERNITY AND PARENTAL LEAVE MANAGEMENT

Handbook for Parents

1. Notice of pregnancy

It is entirely at your discretion when you decide to give notice of pregnancy to your employer (i.e. your supervisor). We recommend that you allow for sufficient time to prepare your leave and handover of your responsibilities.

Please remember that until your employer is given notice of your pregnancy, the employer cannot take measures to protect your health as required by the Labour Code, such as limiting your overtime work or work at night.

If your job cannot be performed by pregnant women, you must give the notice of pregnancy immediately (for a list of such jobs see Prohibited Jobs and Workplaces Regulation No. [180/2015 Sb](#)). In such cases you are entitled to be assigned to a different job.

2. Starting maternity leave

You may start the maternity leave 6-8 weeks before the estimated delivery date. The maternity leave lasts 28 weeks, and 37 weeks in case of multiple births.

Before starting the maternity leave, you must complete and file the *Maternity Pay Application Form* with your employer. The form is issued by your gynecologist. The form is the basis to be granted maternity pay from the sickness insurance scheme. Submit the form at the Payroll Department; check the intranet for your contact person:

[Departments and contacts | University of Pardubice – Personnel Department.](#)

If you are not eligible for maternity pay, you may receive the parental pay after the birth of your child (see below for more details).

Fathers may also apply for maternity pay from the moment their child is seven weeks.

For details, see the Czech Social Security Administration website: [Maternity Pay - Czech Social Security Administration](#) or [Reconciling professional and family roles.](#)

Before starting the maternity leave, we recommend that you arrange the handover of your responsibilities and discuss the options for cooperation during the maternity or parental leave.

You must report the child's date of birth once your child is born (see the contact details above).

3. Starting paternity leave

Fathers are entitled to paternity pay for a maximum of 14 days to take care of their newly born child. Paternity leave must be taken within 6 weeks after the child is born. The specific start date is at the father's discretion.

Please complete and file the *Paternity Pay Application Form* with the Payroll Department (for contact details see Section 2 - Starting maternity leave).

For further information and forms, see the website of the Czech Social Security Administration: [Paternity Pay - Czech Social Security Administration](#).

4. Starting parental leave

If you take parental leave once your maternity leave ends, you must contact the Personnel Department not later than 30 days before your maternity leave ends and file an application for parental leave (for contact details see Section 2 - Starting maternity leave).

Before the maternity and parental leave, you may take any unused annual leave. The Payroll Department will specify how much unused annual leave you have.

Apply for the parental pay at your Labour Office, in person, electronically or online through the website of the Ministry of Labour and Social Affairs [Parental Pay Application Form](#).

Parental leave may also be taken by fathers from the date the child is born.

Parental leave must end by the time the child is 3 years. If you originally decide to take shorter parental leave, you can further extend it until your child is 3. Once the parental leave ends, you may request unpaid leave to be granted by your employer until your child is 4. Such unpaid leave will be granted at the discretion of your employer.

Maintaining cooperation with your employer during parental leave is a good way not to lose touch with the employer, work and colleagues. As far as legally practicable, you may cooperate with your employer during parental leave under agreements to perform work or complete a job. Such work must be different to what you do under your employment contract and cannot be done during the first six weeks after the birth.

We recommend that you talk about your back-to-work date with your supervisor in advance. Parental leave may be taken with interruptions.

5. Keeping in touch with the employer during maternity and parental leave

During maternity and parental leave, it is advisable to keep in touch with the employer and talk about the back-to-work arrangements.

On the university level, the HR (including Personnel Department and HR Award Office) is responsible for communicating with employees on maternity and parental leave.

Employment-related issues are dealt with by the Personnel Department. Contact details: [Departments and contacts | University of Pardubice – Personnel Department](#).

The HR Award Office keeps those interested updated about the University through MS Teams (click [here](#) to join the group), organizes get-togethers and provides support in terms of work-life reconciliation. Contact details: [Departments and contacts | University of Pardubice – HR Award](#).

6. Returning to work

You are entitled to return to the same job after maternity leave. If not practicable in situations when the department no longer exists or on similar grounds, you will be assigned a different job under the employment contract (i.e. the same job title and place of work).

After the parental leave, you are not entitled to return to the same job and department. However, you must be assigned a job consistent with your employment contract. If the employer cannot assign you a job consistent with your employment contract, the employer may propose modification of your employment contract.

Before returning to work, contact your supervisor and agree in advance on the date and terms of your return to work. This also applies to situations when you plan to return to work earlier than originally reported.

For any questions related to your maternity, paternity and parental leave, please contact Personnel office: [Departments and contacts | University of Pardubice – Personnel Department.](#)