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Memorandum of Conversation on Parenthood

Employee Name, institute/department/office, address:

Supervisor Name, institute/department/office, address:

Date of conversation _____

Please note: This memorandum was developed to support supervisors and expectant mothers and fathers employed at UZH in clarifying the details of their employment relationship after the birth of their child. It is not mandatory to complete this form and the information it contains is not legally binding. It serves as an aid and a point of reference. Each party receives a copy of the completed and signed document.

Basis for the memorandum: The fact sheet "Parenthood" and the legal documents it names. Documents of the Office for Safety, Security and Environment on pregnancy and maternity protection: http://www.su.uzh.ch/activities/arbeitsmedizin/doku.html (in German)

1. The baby's due date is _____.

2. In addition to paid maternity leave/to the five days paid paternity leave (underline applicable item), the employee may (please check)

- take vacation. Specifically: _____ days/weeks.
take unpaid leave. Specifically: _____ days/weeks.
compensate extra hours worked, specifically _____
Other: _____

3. The employee will most likely return to work on _____

4. The employee's current workload is _____%. As of (date) _____ (please check)

- the workload is expected to remain the same.
the workload is expected to change to _____%.
It is not yet clear whether the workload will change.
Other open questions:



5. The current job description/outline of duties and responsibilities dated _____ (please check)

is expected to remain the same. The job description/outline of duties and responsibilities remains in effect.

is expected to change. The job description/outline of duties and responsibilities will prospectively be amended as of _____.

6. Employees at UZH have no general entitlement to work from home. If, however, the employee's duties are compatible with a home office arrangement and the *supervisor has given explicit consent*, the employee may fulfill a part of their work duties at home (please check).

- yes
- no

If "yes":

The current or new workload includes _____ days worked at home.

Days of the week worked at UZH office will most likely be: _____

Days of the week worked from home will most likely be: _____

As a general rule, the following arrangement applies to working from home: Employees may work from home if they completely fulfill their duties and responsibilities and the arrangement does not compromise the course of business at UZH. Should it be determined in retrospect, however, that an employee cannot effectively meet job requirements, the home office arrangement will be terminated and all work must be completed in accordance with the terms of the original employment agreement.

7. To ease the employee's return to work, the workload may be resumed gradually:

_____ weeks at _____% from (date) _____

_____ weeks at _____% from (date) _____ After a total of _____ weeks, the workload named in point 5 should be realized.

Possible consequences on, for example, the duties and responsibilities named in the employment agreement (pay, vacation, availability), working environment (change of office/lab), or other aspects (list not exhaustive or binding):



8. If the expectant mother has *temporary* employment at UZH: During the maternity leave of 16 weeks and for any possible vacation time or unpaid leave taken afterwards

- a substitute is expected to be hired.
- a substitute is not expected to be hired.
- it is not yet clear whether a substitute will be hired.
- It is expected that the mother will be able to extend her employment by the duration of the maternity leave (see the fact sheet "Pregnancy and Parenthood," point 4, second paragraph).

9. Additional comments

A new conversation should be arranged whenever the situation changes for one of the two parties (employee or supervisor). As soon as the parties are in agreement, the points discussed must be reported to Human Resources and regulated in accordance with the prevailing legal provisions and guidelines of the University of Zurich, and a new job description concluded where required.

Place, date _____

Signature of supervisor _____

I hereby confirm that this conversation took place.

Signature of employee _____

I hereby confirm that this conversation took place.