

Parent-child office

In urgent cases, you can bring your child to work with you. Especially if you do not have a single-occupant office, you can use the parent-child office. There you will find a desk, a changing table along with play and rest facilities for your child.



Childcare at WZB events

During major evening events and conferences, the WZB offers professional in-house childcare by appointment.

Flexible working hours

The flexible working hours scheme offers scope for reconciling professional and private obligations. Working time credits can be compensated by arrangement, for a full or half day up to a fixed number of days, or by the hour if, for example, you have to take your child or a person in need of nursing care to the doctor.

With few exceptions, employees can work remotely for at least 20 percent of their weekly working hours. Within the framework of flexible working hours, it is also possible to be released from the obligation to be present in person at

the WZB on individual days, meaning you can work from home. Both options should be discussed with immediate supervisors.

Information on the intranet

Under “Work and Family” on the intranet you will find the “Code of Conduct – Family-friendly WZB” and examples how to put the principles into practice.

There, you will learn how employment can be reconciled with maternity leave, parental leave or care leave, what you and those responsible at the WZB have to consider in these cases, and what the legal basis is.

You can access the WZB portal of Viva Familienservice via the intranet.

“Work and Family” section on the intranet:

<https://wzb.eu/en/service-and-administration/work-and-family>

WZB

Wissenschaftszentrum Berlin
für Sozialforschung

Balancing work and family at the WZB

Options for your work-life balance and psychosocial counseling

February 2024

The Equal Opportunities Commissioner

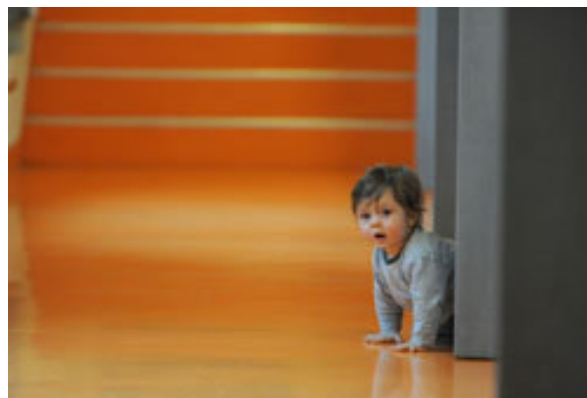


At the WZB we are deeply committed to enabling our employees to successfully balance work and family life. The commitment includes all aspects surrounding childcare, care support for family members in need, and psychosocial counseling. The WZB sets an example with family-friendly working conditions for researchers, administrators and infrastructure staff: Family work and gainful employment go hand in hand – this applies to both mothers and fathers.

Accordingly, the WZB offers flexible working hours, support in finding childcare solutions, a parent-child office and childcare at large conferences and major evening events. The WZB encourages fathers to exercise their right to take parental leave. By repeatedly obtaining certification through the berufundfamilie® audit, the WZB has further committed itself to expand and consolidate the existing measures as well as its transparent information policy. The management and directors of the WZB are fully committed to this goal.

Prof. Dr. h.c. Jutta Allmendinger Ph.D.
President of the WZB

Ursula Noack
Administrative manager



WZB Familienservice

If you are employed at the WZB, you can take advantage of the services offered by the external service company *Viva Familienservice* and contact them directly if necessary.

WZB employees are eligible for the following benefits:

Childcare

Viva Familienservice will assist you in finding

- nursery or daycare places
- short-term care during illness or unavailability of your regular child care
- homework supervision
- support of inclusion
- options for daily and weekly programs in the school holidays

Care

In case of acute and permanent care cases in the family, Viva Familienservice advises and supports you with:

- individual counseling in the case of illness or care for employees or close relatives

- individual research for home solutions
- individual research of care institutions

Psychosocial counseling

Viva Familienservice supports you if you experience

- mental health issues
- stress and burn-out
- everyday worries, anxiety or depression
- stress and conflicts at work
- problems in family and partnership
- alcohol and addiction problems
- financial difficulties
- grief and loss

You find more details on the provided benefits and contact data of Viva Familienservice on the WZB intranet under “Work and Family.”

Work and family at the WZB

Code of Conduct – Family-friendly WZB

Principles of family friendliness at the WZB are defined in a code of conduct.

Career development

The “Guidelines for Career Development for Doctoral Candidates and Postdoctoral Researchers” include family-friendly measures in addition to career promotion.

Dual career couples

The WZB cooperates with the Dual Career Network Berlin to support life partners in their search for employment opportunities.