

## Parent/child office

In an emergency, you are welcome to bring your child to work. If you do not have an office for yourself, you may use the parent/child office. The room is equipped with a computer workstation as well as toys and possibilities for your child to rest.



## Flexible work hours

The flexible work hours scheme enables WZB staff to balance their private and professional responsibilities. After consulting with your supervisor, you can use your working time credit to stay away from work for full or half days, up to a fixed number of days or on an hourly basis, for instance to accompany your child or someone with long-term care needs to the doctor. If their direct supervisor agrees, WZB staff may also be released from the requirement to be physically present at the workplace, meaning they may work from home on selected days.

## Career support at the WZB

The “Guidelines on Career Support at the WZB” also contain family-friendly provisions in addition to career advancement opportunities.

## Dual career couples

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

## More information on the intranet

Go to the WZB intranet to find the “Code of Conduct for a Family-Friendly WZB” and the “What to do when ...” list of practical examples, as well as information on what to be aware of in terms of your employment when taking maternity, parental, or caregiver leave, to illustrate your own responsibilities and those of the WZB in such cases, plus information on the legal framework and the pme Familienservice portal.

[www.wzb.eu/en/service-and-administration/work-and-family](http://www.wzb.eu/en/service-and-administration/work-and-family)

Balancing work  
and family life at WZB

At the WZB, we are deeply committed to enabling our staff to successfully balance work and family life. This commitment includes all aspects surrounding childcare and caregiving to needy family members. By creating a family-friendly work environment for researchers, administrators and infrastructure staff, the WZB sends a clear message: family work and gainful employment do go together – for mothers and fathers alike.

Accordingly, the WZB offers flexible working hours, support with finding childcare solutions, a parent/child office, and childcare services during large conferences and major evening events. The WZB encourages fathers to exercise their right to take parental leave. By repeatedly obtaining certification in the *berufundfamilie*<sup>®</sup> audit, the WZB has committed itself to expanding and solidifying the existing measures and its transparent information policy. The management and directors of the WZB are unreversibly committed to this goal.

Prof. Jutta Allmendinger Ph. D.  
WZB President

Ursula Noack  
Managing Director

As a WZB employee, you can use the services of *pme Familienservice*, an external provider. Feel free to contact them directly if you need help.

WZB staff are entitled to use the following services:

## Childcare services

Familienservice can help you find

- child minders
- emergency mothers
- babysitters
- nurseries and daycare facilities, toddler groups
- a nanny or an au pair

## Childcare in an emergency

If your regular daycare provider is suddenly unavailable and you need to find another short-term childcare solution, there are a number of opportunities available.

## Adult care

If family members are in need of short-term and long-term care, Familienservice is there to offer advice and support with

- getting outside help with day-to-day tasks such as housekeeping or meal delivery
- questions about long-term care models and how to pay for them
- choosing, coordinating, and connecting different care providers

## Advice on

- parenthood and partnership-related problems
- financial difficulties
- issues concerning marital, family, and child support law
- problems with addiction
- issues concerning child raising and school
- problems at the workplace
- mobility, relocation

The Familienservice portal for WZB staff, information on how to use the services provided by Familienservice, as well as contact details, are available on the intranet under “work and family life”.

## Work and family life at the WZB

### Childcare services during WZB events

At major evening events and conferences, the WZB offers professional in-house childcare services upon prior request.



Foto: WZB