



**EVERYTHING UNDER  
ONE ROOF**

Children and career,  
family and research



The  
Max Planck Society's  
offer for families



# THE MAX PLANCK SOCIETY'S OFFER FOR FAMILIES

Anyone trying to reconcile work and family life can need support.

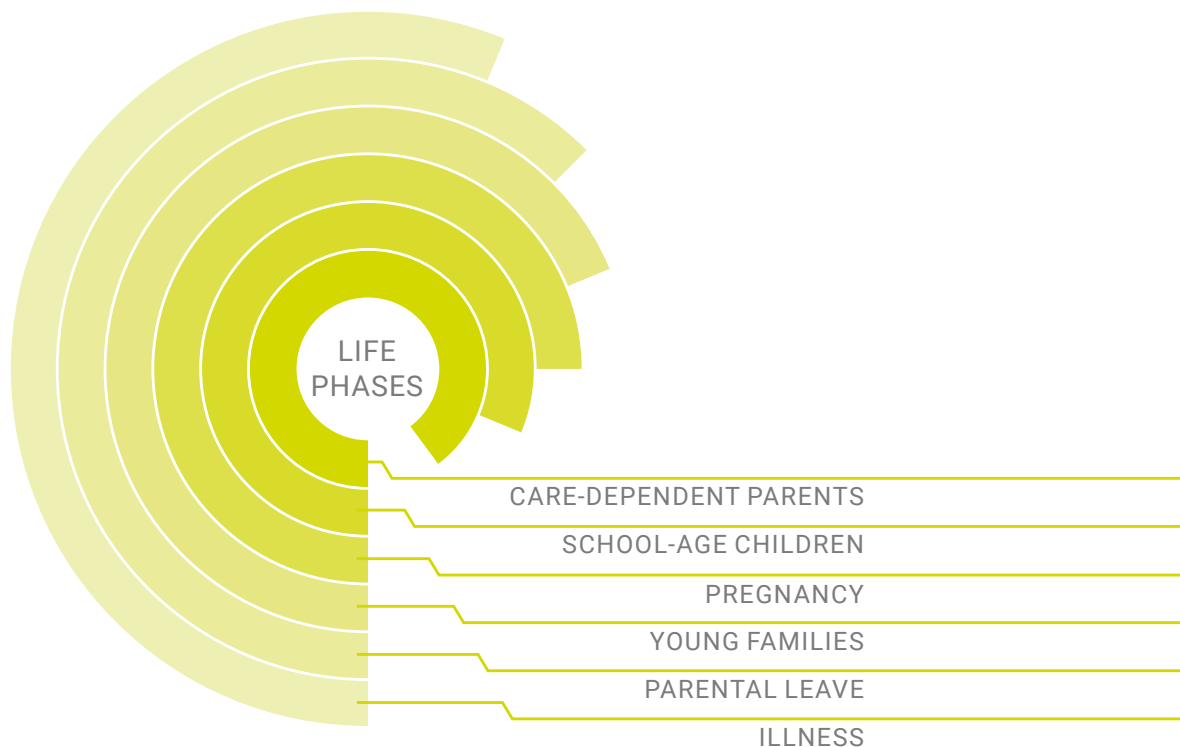
Being family-friendly is extremely important to the Max Planck Society, which provides a comprehensive support package for all staff members to help them reconcile career and family life.

We are aware: Offers of care services for children as well as for relatives in need of care are an important factor for succeeding in competition, particularly in the global science arena.

## Support throughout all life phases

Our goal is to introduce a flexible support model geared towards various life phases which can be adapted to meet the current needs of our staff members. We would like to support you throughout all the different phases of life, with particular consideration to the special working conditions in the field of science.

Different levels of support can be provided depending on the respective life phase: our support packages cover pregnancy, the parenting phase, illness and care provision for close family members.





## Expecting a baby

In addition to looking forward to the arrival of the new family member, you will no doubt be preoccupied with a number of questions regarding your work with us:

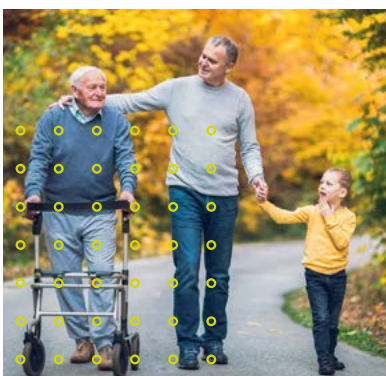
- Does your workplace, such as a specialized laboratory, harbour any risks for you as a pregnant or breastfeeding woman?
- What employment restrictions apply to you during pregnancy and shortly after giving birth and will you be covered financially?
- What support can the MPG provide to enable you to safely continue your research during pregnancy and whilst breastfeeding?
- What are the options for taking parental leave and what is necessary to bear in mind when applying?



## The parenting stage

The parenting stage is an exciting and thrilling time, but also includes the challenge of striking a healthy and practicable balance between career and family life:

- For example, what are the options for childcare either in daycare centres or through a baby-sitting service should you wish to return to work?
- What would happen if your care provider were to go absent at short notice just when you need to attend an important meeting at work, or if you were to need extra support for some other reason such as illness, for example?
- Can you apply for additional childcare costs due to a business or training trip?
- Is it possible, for example, to be granted leave of absence, and are there any other family-friendly employment models available?



## A sudden need to provide care

In addition to the natural concern for your family member, the challenge of suddenly having to provide care for a close relative can often be accompanied by a certain helplessness in the face of the extensive legal regulations. The most important thing in such a situation is to make swift arrangements to cope with the new and unplanned family circumstance:

- How will you reconcile your career with the provision of care for your partner, parents or children in the future?
- Do you need a more flexible work schedule or even take time off from work for care-related reasons? Or are you perhaps considering reducing your working hours owing to the care situation?
- How might it be possible to compensate financially for the reduction in working hours?
- And what is the quickest way to get some initial information on potential courses of action and benefits from long-term care insurance?

For all of these issues, you can count on the MPG to seek the best solutions and develop perspectives in close and trusting consultation with you, so that you can reconcile the challenges of your private life and your professional life during every phase of your life.

# WHAT THE MPG OFFERS

Our family support services are based on close cooperation with your Institute Administration and external partners and is centred on three pillars:

## Our Portfolio of Measures

Cooperation  
with daycare  
centres

family service  
**pme**

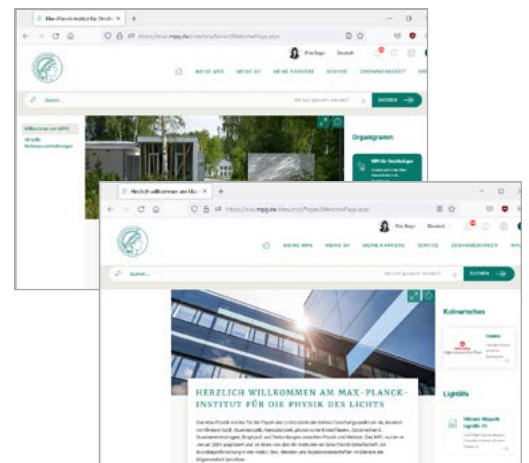
Selective  
measures

In addition to our centrally funded MPG services, such as the family service, individual Institutes may also provide additional optional regional services such as places in childcare facilities or even a parent-child office.

You will find an up-to-date overview of all MPG support services on the MAX page.

[MAX page »](#)

For a list of family services currently available at your Institute, please visit your Institute's home-page on the intranet.



## WHERE TO GO FOR ADVICE

### OUR PLANS

The MPG will continue to provide flexible family support services over the coming years and will also be introducing additional services. As Family Office, we see a variety of approaches to continuously expand the family programme in the future, for example:

- **In the international field:** The promotion of additional support models for international families (for example, through the formation of family tandems at your Institutes, with a view to facilitating the integration of families arriving from abroad).
- **In relation to our "fatherhood policy":** Active fatherhood and successful professional life should not be mutually exclusive. In the future, the Family Office would like to support the development of a father-friendly corporate culture even more through appropriate measures.

The MPG employs several highly knowledgeable advisors with whom you can get in touch for useful information and support to help you deal with your specific support requirements as well as for basic advice on our available family support services.

Always contact your Institute Administration in the first instance. Together with the support of our pme family service, where appropriate, they will assist you in every way possible.

Detailed information about all MPG family support services can also be found in the Family Office service area in MAX where you will also find useful links and downloadable forms.

You can also click on the "News" menu item to read about the latest developments in our family support services. [MAX page »](#)

Further information and links to the individual topics can also be found in Chapter IX of the MPG's Organisationshandbuch (OHB), particularly for administrative staff. [OHB »](#)

You can easily switch to the online service of our family services provider pme from both intranet areas. Having completed the registration process (which you only have to do once), you will be able to access the comprehensive information pages about the family services provider's service packages as well as pme's other external partners who may, for example, be able to offer you more favourable conditions. [pme services »](#)



# OUR SERVICE FOR INSTITUTE ADMINISTRATIONS

The MPG Family Office is available to answer any queries from the Institute Administration. We provide support for all colleagues at the Institutes, whose work touches upon the subject of reconciling career and family life.



## GET IN TOUCH!

Please feel free to contact us at any time, whether for help with basic issues or difficult specific cases. We'll be glad to support you in your work and in finding a solution that is acceptable to all parties. We're also always open to any suggestions and ideas you may have.



## GET INVOLVED!

Every second Wednesday of the month, we host a 45-minute online workshop especially for you, in which we discuss current issues relating to family matters and the reconciliation of career and family life, but also to facilitate networking and experience exchanges between the Institutes. Please register at [family-office@gv.mpg.de](mailto:family-office@gv.mpg.de), so that we can add you to the distribution list and keep you updated on upcoming meetings.

PLEASE DIRECT ALL ENQUIRIES TO: [family-office@gv.mpg.de](mailto:family-office@gv.mpg.de)

OR GET IN TOUCH IN PERSON AT ANY TIME:

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ALL INFORMATION ON THE FAMILY OFFICE IS AVAILABLE ON THE INTRANET: [MAX »](#)

# LAST BUT NOT LEAST...

## The difference between what is legally possible and what the individual desires

Please be aware that starting a family involves a very personal lifestyle choice, which means that coping with everyday life and the provision of care is the sole responsibility of the respective parents or caregivers.

### **As your employer, the Max Planck Society will actively support you with this, for example:**

- through the available support services,
- through processes and structures that promote the reconciliation of career and family life,
- and through direct agreements on the organization of work within the framework of the MPG's corporate or applicable statutory regulations.

However, as a publicly funded institution, this support must be proportionate and appropriate. It is restricted by the applicable legal framework conditions, which specifically prohibit discrimination against other employees – even outside of the MPG – (so-called betterment prohibition).

### **Accordingly, support for the individual must be withheld wherever**

- it is not possible to achieve a balance between individual interests or where
- other employees would be negatively affected by the respective decisions or
- the support provided is neither proportionate nor appropriate nor
- the MPG as an employer is unable to establish any recompense in terms of its own productivity as a result of providing the respective support measure.

Consequently, we would ask for your understanding of the fact that we are unable to meet all your wishes, even if certain family support measures suggested by you, have in fact been implemented, e.g. in business enterprises.

Nevertheless, despite these restrictions, our most urgent goal is to work with you to explore the potential legal leeway.

We would be delighted to cooperate with all staff members and Institute Administrations to continuously further develop the MPG's offers for families in a creative manner.

Please feel free to contact us with any ideas or feedback you may have.



## GOOD TO KNOW!

### “audit berufundfamilie” – a quality label

Following a comprehensive audit procedure in 2006, the MPG as a whole, i.e., including all of its Institutes, was the first – and so far only – scientific organization to be awarded the certificate of the non-profit limited liability company berufundfamilie Service GmbH. Since then, the family-oriented measures already in place have been reviewed every four years, and additional initiatives aimed at implementing a family-conscious corporate policy have been defined and introduced on an ongoing basis.



### Member of the initiative “Erfolgsfaktor Familie”

With the initiative “Erfolgsfaktor Familie”, the Federal Ministry of Family Affairs, together with the umbrella organizations of the German economy (Confederation of German Employers’ Associations, Association of German Chambers of Commerce and Industry, German Confederation of Skilled Crafts) and trade unions (Confederation of German Trade Unions), advocates for a family-friendly working environment. The programme provides support for companies and organizations seeking to implement a family-conscious human resources policy. The MPG is participating in this initiative by adopting everything from creative approaches to family policy from a wide range of sectors in the course of numerous events and discussion opportunities.



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