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Click on the hyperlinks to be redirected to the corresponding HR services pages and electronic request forms.

Becoming a Father / The Hague

Please inform your line manager as soon as possible of your plans.

The EPO offers certain services and allowances to you as a father. In order to claim these, you should officially declare that you are the father of the child (i.e., that you are cited as the father on the birth certificate). The child must be your dependant according to Art. 69 ServRegs. If your child is not living with you, you must pay support, according to Circ. 82 ServRegs.

The services and allowances offered by the Office in relation to your child are as follows:

Birth grant Currently for The Netherlands this is € 947,43 (paid once per child). If both parents are working at the EPO, the birth grant is paid to the mother. Comparable allowances from other sources are to be declared and will be deducted.

Dependant's allowance This is paid for a dependent child and currently amounts to € 436,94 per month for The Netherlands. It is comparable to the Dutch Kinderbijslag. The Dutch Kinderbijslag and any similar allowances from other sources must be declared to HR and will be deducted from the EPO dependant's allowance. If you have a step-child, foster child or adopted child, further documentation may be required. Your HRI can advise you accordingly.

Health insurance Your child will be covered by Cigna from the date of birth with no additional insurance contributions. HR will inform Cigna of the new family member and an insurance card will be issued and sent directly to the staff member (expect a delay of at least one month before receiving the card). Furthermore, by Dutch Law, family members who officially reside in The Netherlands should have a Dutch Health Insurance next to the one by Cigna. You have a large choice of Health Insurance Companies. However, if you wish to register your child via the EPO Integrated Group Solution with ONVZ, please confirm this to Cigna by following-up on the automatic invitation for subscription which will be sent to you by Cigna once your child is registered. Please be aware that your action and follow-up is required at that stage in order to complete the affiliation procedure with ONVZ.

Household allowance This is paid once per household (see Art. 68). Comparable allowances from other sources are to be declared and will be deducted.

Local authorities and ID-cards Registration with the Ministry of Foreign Affairs is mandatory for non-Dutch children of non-Dutch staff members who reside in the Netherlands. In addition, it is advisable that your child is registered at the municipality.

In order to register your child with the Ministry of Foreign Affairs, you are kindly requested to provide the following documents by sending an email to hrservices@epo.org:

- one digital passport photograph of the child (colour, taken from front);
- a copy of your child's passport(s)/national ID card(s);
- a copy of the birth certificate if your child was born in The Netherlands.

The registration with the Ministry of Foreign Affairs will initiate the issue of the BSN which is needed in order to apply for the Dutch basic insurance for your child.

Special leave For the birth of your child, you are entitled to 10 days' special leave to be taken within 14 weeks of the birth. The 10 days of special leave may be taken separately.

Parental leave As a father you are eligible for up to 120 working days (240 working days for single parents) for a child below the age of 12. After the birth of your child and during or immediately after the maternity leave of the mother, the first 60 working days of parental leave will be compensated with an allowance equivalent to 33% of the basic salary at G4/04 (instead of the usual 25%). Parental leave can be taken on a full-time or half-time (50%) basis for a minimum period of 7 consecutive calendar days. Half-time parental leave can be combined with working time or annual leave (50%/50%).

Please note that during parental leave, the entitlement to annual leave ceases to accrue (accrual of annual leave is 2.5 days per month when working 100%, pro-rata for part-time work); staff continue to be part of the social security scheme and will continue to pay contributions to the pension scheme, unless a request is made to suspend the pension scheme contributions.

Young child allowance This is granted for children between the ages of 0-3 years. A monthly lump sum of 411 Euros is paid regardless of the type of care. The monthly lump sum will increase to 822 Euros if the invoice for a regularly attended childcare facility exceeds on average 822 Euros/month within one year.

Home leave Home leave travel expenses are reimbursed for dependent children of employees who are entitled to home leave. The amount of reimbursement depends on several factors (e.g., the age of the child).

Documents to be provided to HR

The following documents must be submitted to HR once the child is born:

- copy of the birth certificate
- [declaration concerning dependant's allowance](#)
- [declaration concerning birth grant](#)

Other useful forms

- [request for parental leave](#) (in case you wish to take this)
- [declaration concerning EPO death insurance](#) (optional, in case you wish to update it)
- [special leave request](#) for the father

The request forms are available in MyFIPS or can be provided in pdf format on request.