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

Becoming a Mother / The Hague

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

Maternity Leave Maternity leave is registered upon receipt of the maternity leave request form submitted via MyFIPS (Time and Leave). Please fill it in as soon as possible. A certificate from your doctor or midwife indicating the expected date of birth should be provided.

Maternity leave dates are calculated automatically in the system. You are entitled to 20 weeks for the first and the second child and to 24 weeks for any subsequent child or for twins. Maternity leave usually commences 6 weeks before the expected date of birth and can be postponed with the authorisation of your doctor. This is done by sending us a request and the confirmation from your doctor and informing us of the date on which you wish to start your maternity leave. If you later decide to leave earlier, the last day of work can be changed again. Please note that any sick leave within the 6 weeks prior to the expected date of birth automatically triggers your period of maternity leave. The end date of the maternity leave is 14 weeks (or 18 weeks for any subsequent child or twins) after the birth of your child. This means that if the birth occurs after the originally expected date of birth, the end date of your maternity leave may be changed accordingly. This is particularly true when you have not postponed the starting date of your maternity leave. During the period of maternity leave, a copy of your payslip can be sent directly to your home address. This option is also available on request during parental leave.

Birth grant Currently for The Netherlands this is €884,26 (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 €407,81 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.

Young child allowance This is granted for children between the ages of 0-3 years. A monthly lump sum of € 389,- is paid, regardless of the type of child care. The monthly lump sum will increase to € 778,- if the invoice for a regularly attending childcare facility exceeds € 778,-

Household allowance This is paid once per household (see Art. 68 ServRegs). Comparable allowances from other sources are to be declared and will be deducted. If both parents are working at the EPO, the family allowances are paid to the one with higher basic salary.

Health insurance Your child will be covered by Cigna from the date of birth with no additional insurance contributions. Cigna is informed of the new family member by HR. Furthermore, under Dutch Law, family members who officially reside in The Netherlands should have a Dutch Health Insurance in addition to the one with 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 are required at that stage in order to complete the affiliation procedure with ONVZ.

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.

Parental leave Immediately after maternity leave, 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%). The parental leave quota is 120 working days for a child aged up to 12 (240 working days for single parents). 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. Since the date of birth of your child can affect the end date of your maternity leave, it is recommended that parental leave be requested after the birth.

The entitlement to annual leave and home leave ceases to accrue during periods of parental leave (accrual of annual leave is 2.5 days per month when working 100%, pro-rata for part-time work). In terms of effect on home leave, this is reflected by extension of the home leave cycle.

Staff continue to be part of the social security scheme during parental leave and will continue to pay contributions to the pension scheme and LTC for the spouse where applicable, unless a request is made to suspend the said contributions.

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)

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