



DEAR COLLEAGUES,

Family or career - that is all past now. Today, many people want to have both, i.e. to realize their full potential in their job and to be there for their family. And they do not want to neglect their own health. A compatibility between all these issues is not always easy to find. Therefore, it is a major concern for us to support our employees to create their own work-life-balance. The certificate „audit berufundfamilie“, which was awarded to us in 2012 and renewed in 2015, was an important step in this process. Since then, the institute has implemented many family-friendly and health-conducive measures and we will continue. This flyer will give you an overview of the offers at the INM. We strive to provide a family-friendly and health-promoting working environment - because healthy and happy employees are an important asset for our institute.

Prof. Eduard Arzt, Prof. Aránzazu del Campo
and Günter Weber
- Management Board of INM -

FAMILY-FRIENDLY WORKPLACE

- ▶ Flexible working time regulation
 - ▶ Flextime framework: 7 a.m. - 7 p.m.
 - ▶ Core time: 9-11:30 a.m. and 1:30-4 p.m., Fridays until 2 p.m.
- ▶ Part-time work: reduction, reinstatement and altered working hours are possible upon agreement.
- ▶ Additional pension financed by the employer
- ▶ Seminars on family-friendly leadership
- ▶ Family friendly scheduling of events, e.g. the INM colloquium

Detailed information on the working hours can be found in the „Company Agreement Working Time“.

HEALTH / PREVENTION

- ▶ Regular prevention courses at the INM: back exercises, relaxation and stress management
- ▶ Work-out for employees : running group, soccer, volleyball, basketball, participation in the corporate challenge
- ▶ Physical training courses offered by Saarland University, e.g. sports courses for employees and students (“Hochschulsport”)
- ▶ Workplaces in compliance with health and safety standard
- ▶ First-aid and relaxation rooms

JOINT ACTIVITIES

- ▶ Annual company outing
- ▶ Barbecue organized by the works council
- ▶ Christmas party
- ▶ Soccer betting game



CAREER AND CHILDREN

- ▶ Parental leave: Each parent of a young child can take parental leave. Details and duration will be stipulated upon the personal needs. For up to 12 or 14 months after the birth of a child every parent on parental leave is entitled to the "early-years child benefit for non-working mothers or fathers".
- ▶ Parent Child Room in "k space" on the ground floor
- ▶ Mobile changing table in A 1.11. It can be borrowed for events.
- ▶ A present to welcome the baby



CHILD CARE

- ▶ Use of the day-care center for children of employees of Saarland University and the day-care center for children of students, both located on the campus
- ▶ Family child care near the institute
- ▶ Access to the online data base of the university for babysitters
- ▶ Cooperation with the Kinderbetreuungs-börse Saarbrücken/Völklingen
- ▶ Information on service offers for children's holiday camps and daycare

▶ PARENT CHILD ROOM

If you need to bridge a gap in child care, you are welcome to bring the child with you to the INM. In our k space, you will find both equipment to do your work and look after your child, e.g. a laptop, toys, DVDs, books, a travel bed and a couch. The rules for use are available in the room.

CAREER & CARE

Caring for and/or nursing a relative takes time and can become a stress factor in the everyday life of those who care and those who are cared for. We provide advice and additional information, such as regulations by law, forms, regional points of contact or external support offers. Please feel free to seek our assistance with your personal concerns.

OPEN OFFICE OF THE AUDIT- AND EQUALITY TEAM

Tuesdays, 10:00 a.m., office A -1.20

INFORMATION & COMMUNICATION-OFFERS OF THE AUDIT- AND EQUALITY TEAM

- ▶ Information via intranet, notice boards and internet
- ▶ Support and personal consultation
- ▶ Weekly open office
- ▶ Organization of information events
- ▶ Literature on career & family in INM's library
- ▶ Subscription of the journal LOB for parents



CONTACT PERSONS

We look forward to your feedback. If you need help, don't hesitate to contact us.

For written feedback (also anonymously) you can also use the postbox of the works council (A 1.22).

Equal Opportunities Officers

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02/2016

New Ideas.  New Materials.



 **BALANCE YOUR PRIVATE LIFE AND YOUR CAREER AT INM**



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