



## **Catalogue of Measures for a Family-Friendly Centre for British Studies**

**Decided by the Institute Council of the GBZ at a meeting on  
December 8, 2008**

### **Preamble**

The GBZ is a family-friendly institute. It creates study and working conditions that make it possible to reconcile family and work or study. The burdens that students or staff with children of any age have to cope with, or such burdens that arise due to other family duties, are taken into account in the design of work processes.

### **The GBZ takes the following measures:**

#### **1. Work space concerns**

A changing table and a folding mattress have been purchased and hung in the social room on the ground floor; access will of course also be secured for men. Books and toys for different age groups are available.

#### **2. Workload**

Excessive workloads make it difficult to reconcile work and family life. When allocating and dividing work, care must be taken to ensure that the workload can be handled by everyone within the scheduled working hours, if possible. If possible, overloaded employees should be relieved of their workload.

#### **3. Other measures**

Flexible scheduling of teaching times for staff with children, i.e. core time, no early start, etc. Concession in the allocation of internships for students (internships in British companies or institutions in Germany possible or support in finding an internship in the UK that is possible with a child).

Accommodation for evening appointments for students with children (Monday Lectures are waived if necessary).

As far as legally possible at the HU, the GBZ endeavours to organise childcare at conferences. The GBZ also tries to organise travel funds for accompanying carers and children.

Meetings at the GBZ should be organised in such a way that they take place during core working hours (9.00-16.00) and do not end after 15.30 if possible.

Meetings of the faculties and the university management should, in our opinion, also take place during core working hours; we endeavour to make suggestions in this direction and always point out that we are only available to a limited extent after 16:00.

Flexitime should be allowed to be flexitime, i.e. if you don't always arrive at work on time, you should be able to make up work as long as the core working hours of 9.00-16.00 are covered. Unfortunately, daycare closing times are often during the semester, which means you either have to take leave or bring your children with you. On such days, there is the possibility for the staff to organise children's days at the GBZ, i.e. everyone who wants or has to, can bring their children.

On children's sick days, everyone tries to organise an emergency programme or availability by phone for their GBZ-related tasks within the limits of their possibilities, including their own sick leave due to sick children.

Institute parties and excursion day(s) are organised so that children can be brought along.

Contact is maintained with staff/students on parental leave, if this is desired by the persons concerned. If desired and necessary, a transitional phase to be scheduled for resumption of work and return to the GBZ after parental leave will be determined.

The GBZ is prepared to introduce further family-friendly measures quickly and flexibly if a corresponding need becomes known.