

GUIDELINES

for claiming benefits under the

RETURN TO WORK CAMPAIGN after parental leave



MEDIZINISCHE
UNIVERSITÄT
INNSBRUCK

1. General information

The “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) is an initiative by the Medical University of Innsbruck designed to assist employees in balancing work and family life. It provides support for employees with childcare needs from the end of their parental leave, as regulated by the Maternity Protection Act of 1979 and the Paternity Leave Act in their current versions (hereinafter referred to as MSchG or VKG respectively), until the child begins kindergarten. In line with a modern equal opportunities policy, the Childcare and Reconciliation Unit of the Coordination Centre for Gender Equality, Affirmative Action for Women and Diversity provides organisational and financial support for Medical University of Innsbruck employees returning to work after parental leave.

Applications to receive benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) must be submitted **on time** and in accordance with these guidelines.

As of 01.01.2025, these guidelines replace previous guidelines in place for claiming benefits under the “Aktion Wiedereinstieg” campaign. All applications for “Aktion Wiedereinstieg” benefits approved before 31.12.2024 will be subject to the provisions of “Aktion Wiedereinstieg^{Plus}” from 01.01.2025 onwards and all benefits will be provided exclusively on this basis from that date going forward.

2. Childcare places

The Childcare and Reconciliation Unit offers support to all returnees in securing a childcare place, upon request.

The Medical University of Innsbruck offers financial support exclusively for childcare services provided at a crèche (Kinderkrippe) or by a pedagogically qualified childminder.

The programme does not include assistance in securing a kindergarten place or provide financial support for childcare at a kindergarten.

**There is no legal entitlement to the benefits offered under the
“Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}).**

3. Eligibility criteria

The following requirements must be met in order to qualify for the benefits of the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}):

- a) An active employment relationship prior to taking parental leave in accordance with the MSchG or VKG
- b) At least 6 months of continuous parental leave, including employment prohibition under maternity protection (Mutterschutz)
- c) Return to work after parental leave in accordance with the MSchG/VKG
- d) Neither parent may be on parental leave while claiming benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus})
- e) If both parents are employed by the Medical University of Innsbruck and parental leave is split, only the parent who took the majority of the parental leave may claim benefits under the campaign
- f) Applications to receive benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) must be submitted no later than 6 months after the end of parental leave in accordance with the MSchG/VKG

Employees who have taken leave for other reasons, such as educational leave (Bildungskarenz), are not eligible.

If **marginal employment** (geringfügige Beschäftigung) is undertaken at the Medical University of Innsbruck **during** parental leave in accordance with the MSchG/VKG, it is **not possible** to claim benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}). However, a contribution to the costs of childcare at a crèche (Kinderkrippe) or by a pedagogically qualified childminder can be requested from the Medical University of Innsbruck (see point 7).

4. Duration of eligibility

The “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) is valid from the date of resuming employment at the Medical University of Innsbruck following parental leave in accordance with the MSchG/VKG until the earliest possible kindergarten start date or until the child reaches the age of four, whichever comes first. Benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) are only available until the child reaches the age of four if there is documented evidence that a kindergarten place is not available. Employees must therefore provide proof that the child was registered at a kindergarten by providing an acceptance or rejection letter.

If the employment relationship with the Medical University of Innsbruck ends, benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) are automatically discontinued as of that date.

5. Application

Written applications to receive benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) must be submitted to the Childcare and Reconciliation Unit along with all of the required documentation (see list below) at least **3 months prior to the planned return-to-work date**.

Required documents

- [Application form](#): apply for benefits under the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) (see website)
- Written proof that the 2nd parent is not on parental leave (confirmation from employer)
- Childcare contract with the childcare facility (copy)
- Proof of upcoming childcare fees

6. Costs

Upon returning to work (excluding **marginal employment** in accordance with the MSchG/VKG), the Medical University of Innsbruck will provide a **childcare allowance proportional to the extent of employment of the applicant parent, up to a maximum of € 400.00 per month**. Any additional costs incurred for meals, craft supplies, excursion fees, etc. must be covered by the parents. Allowances are only paid based on actual, proven childcare costs.

Extent of employment	Childcare allowance per month
≥ 10 hours per week	€ 100.00
≥ 20 hours per week	€ 200.00
≥ 30 hours per week	€ 300.00
≥ 40 hours per week	€ 400.00

No more than the actual, proven childcare costs will be covered.

7. Cost contributions for marginal employment

In the case of marginal employment (Geringfügigkeit) at the Medical University of Innsbruck during parental leave in accordance with the MSchG/VKG, a contribution of **€ 50.00** towards childcare costs is provided.

8. Billing

Parents must send the monthly invoice, including proof of payment, by email to wiedereinstieg@i-med.ac.at.

Deadline:

The monthly invoice must be submitted by the 1st of the second following month (e.g. the invoice for September must be submitted by 1st November). Invoices submitted after this deadline will no longer be considered. The monthly subsidy is paid via payroll accounting.

The childcare allowance is available until the earliest possible date of entry into kindergarten or, if a kindergarten place is not available, no later than when the child reaches the age of four. Written proof must be provided, either in the form of an acceptance or rejection letter from the kindergarten. These documents must be sent to the Childcare and Reconciliation Unit of the Coordination Centre for Gender Equality, Affirmative Action for Women and Diversity (via email to vereinbarkeit@i-med.ac.at) as soon as they are available.

9. Tax declaration form

The company childcare subsidy provided per child and calendar year through the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}) is exempt from social security contributions and income tax up to an amount of € 2,000.00. Any additional costs covered by the Medical University of Innsbruck will be added to your salary as benefits in kind and are subject to income tax.

Upon approval for the “Return to Work Campaign” (Aktion Wiedereinstieg^{Plus}), employees will receive the form L35 “Declaration for the consideration of a tax-free subsidy for childcare costs” from the Childcare and Reconciliation Unit. This form must be completed and returned to the Childcare and Reconciliation Unit for each calendar year in which the subsidy is granted.

10. Contact

Julia Hewitt B.A.

E: julia.hewitt@i-med.ac.at
vereinbarkeit@i-med.ac.at
T: +43 (0)512 9003 71857

Carmen Scirè-Riedl BEd

E: carmen.riedl@i-med.ac.at
vereinbarkeit@i-med.ac.at
T: +43 (0)512 9003 71854

Childcare and Reconciliation Unit

Coordination Centre for Gender Equality, Affirmative Action for Women and
Diversity

Medical University of Innsbruck
Fritz-Pregl-Straße 3, 5th floor
6020 Innsbruck
Austria