

# From pregnancy to returning to work – your practical guide

HR FGGA

Last revised: Jan 2025



Universiteit  
Leiden

Bij ons leer je de wereld kennen

# Working during pregnancy and after maternity leave

Congratulations on your pregnancy!

As an employee, you are entitled to a healthy and safe working environment, both for yourself and for your (future) child. To prepare yourself well for your leave and to ensure a smooth return, you will find the most important points listed below. Share this information with your manager and proactively discuss suitable agreements.

## What are your rights when you are pregnant or have just had a child?

### You are pregnant

- Maternity leave from 6- max 4 weeks before the due date
- Adjusted work and/or adjusted working hours if necessary.
- Right to extra breaks (maximum 1/8th of your daily working time) to rest.
- A suitable, lockable space to rest (with bed or couch)
- Exemption from overtime (on request)
- Possibility of pregnancy checks during working hours.
- Read more [here](#).

### You start working again

- A suitable, lockable space to rest and/or express milk.
- Right to a maximum of 1/4 of your working time per shift to express milk/breastfeed during the first 9 months of your baby
- Right to maximum 1/8 of working time to rest up to 6 months after birth
- Read more [here](#).

# Available Nursing / Mother rooms Campus Den Haag

Wijnhaven	LUC	Schouwburgstraat
Room: 4.26	Room 4.30	Room has no number
You can book the room via Outlook (FGGA - 4.26 nursing mothers' room).	You can book the room via Outlook (Leiden University College - 4.30 nursing mothers' room)	You can get the key at the reception with your LU card

# Book this room using your outlook calendar

## Step 1 – open the room list

Title

Start time Thu 1/23/2025 10:30 AM

End time Thu 1/23/2025 11:00 AM

Location

## Step 2 – find this room (4.26)

Select Rooms: All Rooms

Search: All columns Name only Address Book: All Rooms - v.de.malmazet@fgga.leidenuniv.nl

Name	Location	Business Phone	Capacity	Description	Email Address
ASC - Meeting Room (...)				Room	meetingroom0.53@asc.lei...
ASC - Seminar Room (...)				Room	seminarroom0.31@asc.lei...
CML - Bar				Room	cml-bar@cml.leidenuniv.nl
CML - Room A3.03				Room	rooma3.03@cml.leidenun...
CML - Room A3.15				Room	rooma3.15@cml.leidenun...
CML - Room B2.14				Room	RoomB2.14@cml.leidenun...
CML - Room B3.02				Room	roomb3.02@cml.leidenun...
CML - Room B3.03				Room	roomb3.03@cml.leidenun...
CML - Room B3.06				Room	roomb3.06@cml.leidenun...
CWTS - Owlivia				Room	owlivia@CWTS.leidenuniv...
FGGA - 3.32			10	Room	3.32@fgga.leidenuniv.nl
FGGA - 4.08			8	Room	4.08@fgga.leidenuniv.nl
FGGA - 4.26 Nursing /...			1	Room	4.26@fgga.leidenuniv.nl
FGGA - 4.31			4	Room	4.31@fgga.leidenuniv.nl

## Step 3 – check availability (bookings appear in blue)

File Meeting **Scheduling Assistant** Insert Format Text Review Help Tell me what

Calendar Forward Join Teams Meeting Meeting Options Don't Host Online Send to OneNote Cancel Invitation Address Book Check Names Response Options

You haven't sent this meeting invitation yet.

Send Title

Required  FGGA - 4.26 Nursing / Mother Room

Optional

Start time Thu 1/23/2025 10:30 AM All day Time zone

End time Thu 1/23/2025 11:00 AM Make Recurring

Location FGGA - 4.26 Nursing / Mother Room

## Step 4 – book your time slot (or series using the recurring function)

Send Start time Thu 1/23/2025 10:30 AM All day Time zones

End time Thu 1/23/2025 11:00 AM Make Recurring

Wednesday, January 22, 2025

	3 PM	4 PM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM
All Attendees											
Required Attendee											
De Malmazet, V. (Vanessa)	of office		out of office								
Optional Attendee											
Resource (Room or Equipment)											
FGGA - 4.26 Nursing / Mother Room											

# Practical agreements between you and your manager

## Teaching during your pregnancy and return from leave

If applicable, talk to your manager in good time about:

- Your need to build in rest periods during your working day.
- Should you wish to breastfeed and need to express milk upon your return, you are entitled to use  $\frac{1}{4}$  of your daily working hours until you are 9 months post partum for this, and  $\frac{1}{8}$  of your daily working hours for rest until you are 6 months post partum. This means that you are entitled to proportionate workload (e.g. teaching) relief for that period.

**Can't figure it out? Your HR advisor will be happy to help you.**



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# Helpful links

- [Maternity leave - Leiden University](#)
- [Birth leave - Leiden University](#)
- [Adoption leave and fostering leave - Leiden University](#)
- [Parental leave - Leiden University](#)
- [Carer's leave - Leiden University](#)