

# From pregnancy to returning to work – practical guide for managers

HR FGGA

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Universiteit  
Leiden

Bij ons leer je de wereld kennen

# Rights during pregnancy and after leave

An employee has the right to a healthy and safe working environment for mother and child. Certain statutory rights apply to this.

## Your employee is 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](#).

## Employee starts 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](#).

# Guidelines for pregnancy and return after leave

We follow the following guidelines:

- The employee is given sufficient space in the existing and planned timetable for rest (before and after the leave) and breastfeeding/pumping. The employee and manager will determine whether this can be recorded before or only after their return.
- In consultation with the staff member, the manager discusses whether and how rest and pumping moments relate to teaching and research time. The manager will also discuss with the employee responsible for planning teaching within the institute.
- Employee takes responsibility for breaks and breastfeeding/pumping moments and is encouraged and supported by the manager.
- HR is always willing and available to think along.
- Before returning from maternity leave, the manager contacts the employee (employee and manager discuss in advance on which channel) to make agreements regarding the above.

# Practical agreements between you and your employee

## Teaching during pregnancy and return from leave

Talk to your employee in good time about:

- Their need to build in rest periods during their working day.
- Should your employee wish to breastfeed and need to express milk upon their return, they are entitled to use  $\frac{1}{4}$  of their daily working hours until they are 9 months post partum for this, and  $\frac{1}{8}$  of their daily working hours for rest until they are 6 months post partum. This means that they 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](#)