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Information for new employees

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01/2025



## Information for new employees

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## Information for new employees

### 0. Introduction

Welcome to Max Planck Institute for Evolutionary Biology (MPI-EB) in Plön! When you read this, you have already mastered some of the more difficult tasks of moving to Germany, such as contract, visa and accommodation. But now that you have arrived in Plön, there may be still a lot of uncertainties of how to go about things. We hope that you will find this guide helpful and that you will have a smooth and easy start at the institute and in Plön.

In most cases of general non-academic questions about settling in in Germany Angela Donner at our Welcome Office (Interim building, ext. 233 or [welcome@evolbio.mpg.de](mailto:welcome@evolbio.mpg.de)) will be able to help you. In some special cases though as indicated in the following paragraphs, please contact the MPI-EB's personnel department [personal@evolbio.mpg.de](mailto:personal@evolbio.mpg.de), the responsible colleague (Petra Salenz, Daniela Barth, Lisa Haack, Katharina Schrader) will then get back to you. Their offices are in the so-called Pink Residence, Rautenbergstr. 53.

In addition, all your colleagues will be happy to help you with your everyday challenges – do not hesitate to ask them!

If you have any questions on gender equality issues, work life balance or the prevention of sexual harassment at the workplace, or if you need specific help in these fields, feel free to contact our Equal Opportunity Commissioners Elisa Brambilla (room 212, ext. 269) and Beate Gericke (room 065, ext. 316). You will find further information on <https://intranet.evolbio.mpg.de/71954/equalopportunity>

Last but not least, we would like to point to the Max Planck Society's general leaflet: [https://www.mpg.de/4311252/Living\\_working\\_Germany.pdf](https://www.mpg.de/4311252/Living_working_Germany.pdf) which you may have already read, The Federal Government's official website <https://www.make-it-in-germany.com/en/> and a useful website on setting up a household in Germany <https://www.howtogermy.com/pages/household.html>

## 1. Administrative requirements

### 1.1 Registration and German taxpayer identification number

If you stay in Germany for more than three months, you are obliged to **register at the residents' registration office (Einwohnermeldeamt) within two weeks after having moved in**. For those whose new address is in Plön, this office is located in Plön town centre in the so-called Bürgerbüro in Lange Straße 22 ([opening hours](#)).

The service is free of charge. You can either arrange an appointment by telephone +49 (0)4522 505-0 or online via [Stadt Plön Portal](#).



At the appointment you have to show your passport or an equivalent identification and your visa/residence permit if applicable. You also have to produce a landlord confirmation of residence, a form called [Wohnungsgeberbestätigung](#) that your landlord has to fill in and sign.

A confirmation for the institute's guest accommodation is issued by Susanne Markmann [susanne.markmann@vw.evolbio.mpg.de](mailto:susanne.markmann@vw.evolbio.mpg.de) (PinkR room 53.11, ext. 332).

Some weeks after your registration you will be sent a letter from the Federal Central Tax Office (*Bundeszentralamt für Steuern*) with your 11-digit **German taxpayer identification number** (*Steuer-Identifikationsnummer* or *Steuer-IdNr*). It is advisable to have your first and last name on your letter box for receiving such important documents.

The tax identification number has to be presented to the personnel department via [personal@evolbio.mpg.de](mailto:personal@evolbio.mpg.de). Make sure to keep the letter with the identification number safe as it will be permanently valid. Should you lose it, you can re-apply for it [here](#).

If you move to another place within Germany, e.g. from Plön to Kiel, you have to re-register at the appropriate authority of your new residence. Your employer, the foreigners' office, your health insurance company, bank, mobile telephone provider, and other important authorities also have to be given notice of the new address. If you leave Germany for good, you are obliged to inform the registration office. In this case, please contact Angela Donner to arrange for this because you cannot deregister before the end of your contract.

## 1.2 Residence permit

As a rule, all foreigners require a visa for stays of more than three months or stays leading to gainful employment. If your actual stay exceeds your initial visa period, you have to extend your visa or to apply for a resident permit in due time - generally within 90 days after your arrival but at the Plön district administration they ask you to do so 6 to 8 weeks before the expiry date of your initial visa. Some people might enter Germany without a visa but they will also have to apply for a resident permit as soon as they have arrived. The appropriate office for all these issues is the foreigners' office (*Ausländerbehörde*) of the Plön district administration (*Kreisverwaltung*) which is located in Plön, Hamburger Str. 17-18. To arrange an appointment please use the [authority's online booking tool](#) or contact Angela Donner (ext. 233).

You will find general information regarding residence titles on the website of the [Federal Foreign Office](#).



### 1.3 Health insurance and government long-term care scheme

All people living in Germany - Germans and non-Germans alike - are required by law to have valid health insurance that is equivalent to the scope of the statutory health insurance in the Federal Republic of Germany. Depending on the type of contract there are the following options for obtaining health insurance.

*For employees:*

If you are an employee and your gross salary is less than 73,800 euros a year (in 2025), you have to take part in the government health insurance scheme (*Gesetzliche Krankenversicherung - GKV*). This also includes the government long-term care scheme (*Pflegepflichtversicherung*). You are advised to apply for membership with one of the non-profit state health insurance associations and inform the personnel department which one you have chosen well before you start working in the institute. After 18 months there is the possibility to change to another health insurance association if you are not happy with your current one.

If your income is above the above-mentioned amount, you can opt for full private health insurance plans (*Private Krankenversicherung - PKV*) or a voluntary policy with a state health insurance association.

Finding the best service provider for state health insurance (even though they all offer the same primary care some have attractive on top services for free) or finding the most suitable coverage from a private health insurer at a competitive rate is not always easy but is well worth spending some time on comparing their conditions.

You will find general information here

<https://www.howtogermany.com/pages/healthinsurance.html#gkv>

and further information on the internet websites of health insurance providers or at the personnel department.

As soon as you are a member of a health insurance provider you will get a national insurance number (*Sozialversicherungsnummer*) which the personnel department needs for all your contributions to the social security system (health/long-term care/pension/unemployment insurances).

You can change the statutory health provider after 12 months membership, should you find a more suitable one for you, checking criteria [here](#) (in German only).

Please always inform the MPI personnel department of any changes.



*For scholarship holders:*

Stipends are free from income tax and outside the scope of the national insurance system. Therefore, scholarship (and fellowship) holders are no compulsory members of the statutory health insurance but have to **take out a private health insurance policy** unless their current health insurance policy covers them during their stay in Germany. If not (most likely), they must buy health insurance coverage for the entire length of their stay. We advise you to do this *before* travelling to Germany.

With the acceptance of a stipend, the scholarship holder is obliged to present proof of health insurance according to §257 SGB V (social security law) within **two weeks after commencing the scholarship**. There are many companies offering this insurance. Some offer packages with health insurance, accident insurance and liability insurance.

As a scholarship/fellowship holder you have the possibility to become a member of a private health insurer with which the Max Planck Society has a skeleton agreement. Information can be found on <https://www.mawista.com/en/gv/> You can combine the health insurance tariff with private liability and/or private accident insurance if you wish.

For EU-citizens and for non-EU-citizens with a residence permit for at least a year there is also the possibility to take out a voluntary policy with a state health insurance association. Further information on this subject can be obtained from the personnel department.

#### **1.4 Employees - code of conduct**

Employees are persons under a contract of employment with the institute and subsequently with a payment of a salary. The institute pays the employer's share of health, nursing care, pension and unemployment insurances. The employee's share of these **social security contributions** (*Sozialversicherungsbeiträge*) and the so-called **solidarity tax** contribution (*Solidaritätsbeitrag*) - both add up to about 25 % of your gross income - as well as the employee's due **income tax** (*Einkommenssteuer* - see also 2.8) are automatically deducted from the monthly salary.

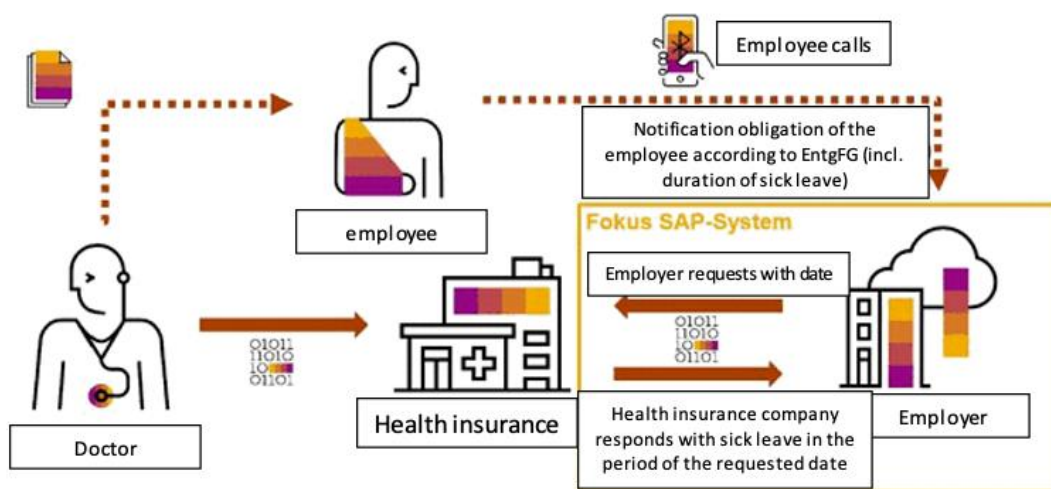
Employees are insured by the institute against **occupational accidents and diseases**.

As an employee you have to be present at the institute for a **core time** from 9.30 am–3 pm (1 pm on Fridays), while you can take a break for lunch for up to two hours between 12 and 2 pm.

**Holidays and business trips** have to be approved by your direct supervisor in writing on the appropriate forms which you can obtain from the secretaries' offices or download from the MAX Intranet – Administrative Services: [application for leave](#) and [travel request form](#). We ask you to submit your travel request as soon as you get to know your traveling details but no later than three weeks before the travel date for various administrative reasons.



If you are **not able to attend work due to health reasons**, you have to inform your superior and the personnel department (Lisa Haack, email [lisa.haack@vw.evolbio.mpg.de](mailto:lisa.haack@vw.evolbio.mpg.de)) of your incapacity to work and start and end date of your sick leave immediately, regardless of the introduction of the eAU in 2023. If you are a member of the statutory health system, absences of more than three calendar days must be supported by a doctor's certificate of incapacity for work that has to be made available to the health insurance company digitally (previously paper printout of the so-called 'gelber Schein') for the entire period of absence from the first day onwards. You have to inform your supervisor and Lisa Haack also about any follow-up certificates. The MPI personnel department will then retrieve the corresponding electronic notification via portals at the health insurance funds. If your sick leave is shorter than four days, always report back to your superior and Lisa Haack when you return to your workplace.



In case you are sick for a longer period of time, the salary will be paid in the full amount for up to 6 weeks. After 6 weeks the health fund will pay sickness benefit for up to 78 weeks. The sickness benefit amounts to about 70 % of your gross income, but is limited to 70 % of the social security contribution that you have paid last (maximum 128.63 euros/day or 3,858.90 euros/month – 70 % of the assessment ceiling in 2025). The institute pays an additional allowance compensating for the difference of the health insurance's sickness benefit and the net salary. Depending on the period of employment in the public sector, this allowance will be paid for up to 39 weeks.



## 2. Organizing everyday life

### 2.1 Bank account

In order to receive your salary, a German current (giro) account is compulsory. If you need an extra pay statement, e.g., for applying for an apartment or a lease contract, you can obtain this from the personnel department.

These two banks have branches in Plön:

- Förde Sparkasse (Markt 28-30, 24306 Plön)
- Volks- und Raiffeisenbank Ostholstein Nord-Plön eG (Markt 4, 24306 Plön)

To open an account, you need to make an appointment. Please contact Angela Donner at the Welcome Office (Interim building, ext. 233) if you need assistance. They will ask you for your address registration statement (Meldebescheinigung), but you can hand it in later.

Additionally, there are a number of direct banks at which accounts can be opened online, with some also before you have registered your address.

Some banks refuse to open bank accounts for some nationalities if you do not have a valid residence permit. The Max Planck Society has a framework agreement with Deutsche Bank, that will enable you to open a bank account even though the residence permit is not yet available.

### 2.2 Accommodation

Most people look for rental advertisements online. By using the filter (costs, rooms, furnishing, etc.) it is easier to find the accommodation you need. A variety of websites offer apartments/houses in Plön, Kiel, Lübeck and surroundings, e.g.,

[kleinanzeigen.de](http://kleinanzeigen.de) (in German)  
[quoka.de/anzeigen/immobilienmarkt](http://quoka.de/anzeigen/immobilienmarkt) (in German)  
[immobilienscout24.de](http://immobilienscout24.de) (in German)  
[immowelt.de](http://immowelt.de) (in German)  
[immonet.de](http://immonet.de) (in German)  
[homecompany.de](http://homecompany.de) (in English)  
[airbnb.com](http://airbnb.com) (temporary accommodation)

Apartments can also be found in the Saturday edition of the daily newspapers or in the free weekly papers (Kieler Anzeiger, Reporter etc.), the latter available at the reception of the institute. Here you can also place your own advertisement.

You may also have the possibility to take over an apartment from a work colleague leaving the institute. Ask around, it's worth your while! Once you have access to the MAX Intranet you can also check our notice board.





### 2.3 Electricity supply

Depending on the type of accommodation you chose, your rental agreement may well determine what sort of responsibilities you'll be facing in regards to utilities and other necessary services. In general, your rent includes additional costs (*Umlagen* or *Nebenkosten*) for heating and water (the amounts are not flatrates!) and waste disposal, which are organised by your landlord. If you don't have an all-inclusive contract (generally applies for furnished accommodation only), **you have to set up an account with an electric supply company**. The meter (*Zähler*) status should be read and recorded when moving in. You are billed directly; payment is usually on a monthly basis and the supplier's preferred method is by direct debit authorization but a standing order works as well. The amount paid is a fixed amount for a designated period of time, like the ones for heating and water. It is then adjusted after 12 months based on consumption. Meters are normally read once a year.

### 2.4 Water supply, sanitation and sorting waste

First of all – **tap water** in Germany and in Plön in particular is of very good quality and therefore fit for human consumption. Water is not (yet) scarce in Germany, except for occasional localized droughts, but to protect this resource we ask you to use it wisely (e.g. take showers instead of baths, stop running water while brushing your teeth or shampooing when taking a shower). At the same time, using it too sparsely might cause blockages. To prevent blockages, it is advisable to not put anything greasy or solid into the drain (sink or toilet). With regards to sanitation, we would like to refer to the Max Planck Society's leaflet p. 46.

Another challenging and daunting issue can be the commitment to separate the waste. You'll find an entertaining article on 'how to' on <https://www.howtogermaany.com/pages/recycling.html>

The art of **recycling** in a nutshell:

- Bins at your doorstep are colour coded - the colour of the lid is key (the following applies for Plön, not all municipalities have the exact same coding): green for paper, brown for organic and grey for all residual household waste. You may also find a yellow container, where you put packaging materials. If not, you have to use a yellow plastic bin liner (Gelber Sack) and place it outside for collection at.
- Bottles or glass jars that are non-returnable and on which you did not pay a deposit (Pfand), belong in the designated glass containers, sorted by colour. Here is a list where you'll find these containers in Plön [https://www.kreis-ploen.de/media/custom/2158\\_1585\\_1.PDF?1531206658](https://www.kreis-ploen.de/media/custom/2158_1585_1.PDF?1531206658)
- Used textiles also go in communal containers, which you'll find next to the glass containers.
- Batteries are disposed of separately. Look out for a small bin in the cashier area of your local shop.
- Special waste has to be taken to the designated waste disposal site.



Now you have it in yourself to become a recycling pro! And at the end of your stay you can be proud that you managed to figure out the German recycling system – something for the soft skill section on your CV, no doubt!

## 2.5 Radio and TV licence fee

[ARD ZDF Deutschlandradio Beitragsservice](#) (formerly GEZ), is a national service of the Federal Republic of Germany collecting the radio and TV license fee since January 2013. Every household in Germany has to pay the **TV and radio licence fee of currently 18.36 euros per month**. The fee includes all receiving devices in your household of any person belonging to it. If you are new in your apartment and you are the only one living in it, you will have to register which can be done online – also remember to inform them about changes of address etc. ([electronic forms](#) in German only).

## 2.6 Healthcare system

The German healthcare system has a very good reputation and has a network of hospitals and physicians in every region. Medical care in Germany never is free of charge. Therefore, it is important to have an insurance policy as soon as possible, which will cover the main part of the costs for a treatment.

If you need a physician, you may ask work colleagues at the institute for a recommendation. You can also find a list of physicians in Plön on <http://www.aerzte-ploen.de/>. For physicians in other places than Plön you can consult <https://arztsuche.kvsh.de/> Both sites are only available in German, if you need help, contact Angela Donner at the Welcome Office (Interim building, ext. 233).

It is advisable to first get in touch with the practice via telephone in order to make an appointment. If it is urgent, you have to let them know, so that you get an appointment the same day or you just walk in without an appointment. Please take your insurance card with you when going to the physician.

Those who have a private insurance will receive an invoice after their visit. You might have to pay the invoice right away and claim the amount back from your insurance company or you send the invoice directly to the insurance company so that they can pay for it.

If you need medical care, but your physician's practice is closed, for example on weekends or during the night, call for an on-call physician (phone: **116 117 for illnesses**, that can't wait until the next working day or **112 in case of an emergency** - a life threatening situation - such as a heart attack or in case of severe accidents). If you need advice in case of poisoning call 0551 19240. All hospitals have an emergency admission which operates day and night, but again, use this in an emergency only.



## 2.7 Further personal insurances

### Liability insurance

No matter whether you have a stipend or a contract, it is advisable to have a private third-party liability insurance (*private Haftpflichtversicherung*). It covers you or any insured member of your family in the event of harming someone or damaging someone else's property for which a German court would consider you ordinarily negligent, e.g., breaking something in a shop or at a friend's, causing an accident by not using the pedestrian crossing or inflicting bodily injury whilst engaging in sports activities. This insurance is more than just to give you peace of mind and often contractually required when you rent residential property.

Any damage claim can be distressing, but with an insurance it is less hassle and a high level of coverage (ten million euros are recommended) costs relatively little (around 40 euros for a single person).

### International travel health insurance

We advise you to buy an international travel health insurance (*Auslandsreisekrankenversicherung*) when travelling abroad on business trips. There are companies that offer annual rates for as little as 13 euros for a single person.

For certain scholarship holders, the MPG has a skeleton agreement with a health insurance company that also offers liability and/or accident insurance as well as travel health insurance. Further information can be found under: <https://www.mawista.com/en/gv/>

### Household Insurance

Damages in your own household caused by yourself or a member of the household are covered by a separate household insurance (*Hausratversicherung*). The insured amount should correspond to the actual value of the items in the household.

## 2.8 German system of taxation

In Germany, every employee with permanent residence in Germany as well as all other individuals who according to § 1 Income Tax Law receive a payment are subject to German taxes (scholarship holders excluded). As mentioned earlier, the due income tax (*Lohnsteuer*) is automatically deducted from your monthly salary. It varies from 14% to 45% of your gross income depending on the amount of your salary as well as on your **tax category** (*Steuerklasse*). There is the possibility to apply for a tax-exempt amount (*Freibetrag*) in advance, please consult Petra Salenz (ext. 321).



There are six tax categories (*Steuerklasse*) in Germany. Your family status determines in which category you will find yourself:

Steuerklasse 1: Single

Steuerklasse 2: Single Parent

Steuerklasse 3: Married (in combination with 5) - recommended when both are employees with a big difference in income

Steuerklasse 4: Married (both partners in 4) - recommended when both are employees with no substantial difference in income

Steuerklasse 5: Married (in combination with 3)

Steuerklasse 6: for every additional employment

If you are married, you can choose either the combination of Steuerklasse 3 and 5 or 4 and 4 for you and your marriage partner respectively. Please note that your status as 'married' is only taken into account for German taxation if your spouse's residence is also in Germany. Otherwise, you are automatically in Steuerklasse 1.

A change of wage tax class, e.g. if your spouse joins you to live in Germany, has to be effected in writing at the appropriate tax office. This can only be done once a calendar year.

In Germany one **fiscal declaration** has to be made per fiscal year that runs from January to December. If you have a lot of expenses you may expect a tax refund. A tax declaration is not always obligatory, but if you are requested to submit one, you have to do so until the 31 July of the subsequent year. The German tax system is complicated. It can be of great help to seek professional advice for the fiscal declaration, e.g. from "Lohnsteuerhilfverein" (salary tax association - for Schleswig Holstein: <http://www.lsh-online.net/>, for Plön: Kerstin Christen, Friedrichstraße 12 next to the institute <https://www.vlh.de/bst/2346/>) or a private tax accountant.

The D.I.Y persons among you may find a tax declaration software helpful, which also allows you to submit your declaration online, e.g., the Federal Tax Authority's own free tool [ELSTER](#) or commercial ones like [Lexware](#), [Smartsteuer](#), [Taxfix](#) or [Wundertax](#) (does not require a German bank account).

As you need to have proof of all expenses, we strongly recommend you to keep all the receipts of your expenses.



## 2.9 Transportation

Generally, using public transportation in Germany is a reasonable and reliable way to get from A to B. In 2025, the MPI-EB has introduced the so-called Jobticket which is, basically, a Deutschlandticket which is only available on a subscription base. The Jobticket is subsidized by your employer if you are an employee similar to civil servants (salary based on the salary scale), a collective agreement employee, an apprentice, or a doctoral researcher with a doctoral funding contract. The ticket comes at a reduced price of 55.10 euros per month and the MPI pays you 14.50 euros with your monthly salary transfer so that the ticket actually only costs you 40.60 euros per month. Jobticket is a cost-effective and environmentally friendly alternative for commuting, but can also be used for your private journeys.

To receive your Jobticket, you apply for the Deutschlandticket directly online [via this DB website](#). Please use the following institution code: DTV24MPIEVOBIO1

Once the subscription is completed, it will only be available via the DB Navigator app – a smartphone app that provides the ticket digitally (according to Deutsche Bahn rule). For more information or a step-by-step guide, contact Katharina Schrader [katharina.schrader@vw.evolbio.mpg.de](mailto:katharina.schrader@vw.evolbio.mpg.de).

## 2.10 Driving licence and car registration

When planning to drive a car in Germany, you should make sure that your **driving licence** (*Führerschein*) entitles you to do so. Driving licences of EU citizens are valid in Germany, those of non-European citizens normally are only valid for six months. You can have the validity of your driving licence checked at the [motor vehicle registration office of Plön district administration](#) (Kreisverwaltung, Hamburger Straße 17-18; Plön), where you also apply for a new licence or register your car. For **registering your car** (in general after one year) you need your vehicle registration document (*Fahrzeugschein*) and a current motor vehicle insurance policy. You will then also be automatically registered for motor vehicle tax.



### 3. Family and career

The following concentrates on the main topics relating to your work contract. The Federal Ministry for Family Affairs offers more comprehensive information on its [website](#).

#### 3.1 Maternity leave

The MPI as employer is obliged to protect expecting mothers according to §§ 3 and 6 MuSchG (Maternity Protection Law). In order for the Maternity Protection's measures to be activated, the expecting mother must inform her employer of her pregnancy and the expected date of delivery. If you work in the laboratory, inform us as soon as possible as particular rules have to be followed. Please provide us with a doctor's Certificate of Expected Date of Delivery and also the receipt of payment, so that we can reimburse you the amount paid. Employers may not disseminate information about an employee's pregnancy to a third party.

Statutorily prescribed paid maternity leave during what is known as the 'protected period before and after birth' is provided to ensure health and safety at work for pregnant employees and their unborn child, employees who have recently given birth or are breastfeeding.

Generally, there is a protection period of

- **Six weeks before delivery**, in which the expecting mothers may work if they formally state their intention to work during this period **as well as**
- **Eight weeks after delivery**, in which the mothers are definitely not allowed to work at all (absolute prohibition of employment).

In order to protect your health and that of your baby you should not perform strenuous physical tasks. You should never expose yourself to hazardous substances or radiation, dust, gases or steam, heat, coldness or wetness, vibration or noise. You can consult our representative for Labour Safety Berit Hansen (room 257, ext. 327), she will gladly check if your workplace bears possible risks for you and/or your unborn child. Should your workplace be inadequate during pregnancy, alternatives have to be found.

Please clarify with your supervisor whether pilot tests can be carried out on behalf of you by a research assistance or if there is any other possibility to avoid exposure to hazardous substances.

During the period from the beginning of their pregnancy to the end of the maternity leave, at least to the end of four months after giving birth, women are also protected against dismissal.



### 3.2 Parental leave and parental allowance

#### Parental leave

In Germany, parental leave (*Elternzeit*) is time that parents are allowed to spend away from work to care for their children. During parental leave no salary is paid. The employer is required to hold an employee's job while that employee is taking leave. When the parental leave period expires, the employer must offer a job of equal standing.

As an employee, you are entitled to 36 months of parental leave which are usually taken until your child's turns three. Parental leave can be taken by the mother and father individually or jointly. It is presupposed that the mother and/or the father live in the same household as the child, they largely take care of their child themselves and do not work for more than 30 hours per week while taking parental leave.

You must submit the application for parental leave to our personnel department no later than seven weeks before parental leave is due to begin.

#### Parental Allowance

Parental allowance (*Elterngeld*) compensates for the loss of income when a parent stops working or reduces their working hours to look after a new-born child. The same presuppositions apply as for the parental leave plus that you have to be resident or customary resident in Germany.

Nationals of EU member states, Iceland, Liechtenstein, Norway and Switzerland are entitled to parental allowance in the same way as German nationals if they live or work in Germany. Other foreign nationals are only entitled to receive parental allowance if they have a permanent settlement permit, or those who have a residence permit if they are also eligible to work in Germany or have already legally worked here. Persons with a title according to §16 of The Residence Act (*AufenthG*) don't qualify.

There are three types of benefits:

1. Basic Parental Allowance (*Basiselterngeld*),
2. Parental Allowance Plus (*ElterngeldPlus*)
3. Partnership Bonus (*Partnerschaftsbonus*)

with different durations and the possibility to combine the types.

Depending on your income, the Basic Parental Allowance ranges from a minimum of 300 euros to a maximum of 1,800 euros per month and is generally paid for 12 months, for a maximum period of 14 months if the other parent also claims parental allowance for at least two months.

As parental allowance is often received during parental leave, parents should consider this when applying for parental leave.



Parental allowance has to be applied for in writing at the appropriate (according to your address) government office (Landesamt für soziale Dienste – State Office for Social Services - Schleswig-Holstein; Steinmetzstraße 1-11; 24534 Neumünster). Please note that stipends are no income and therefore are not taken into account for the income determination of the parental allowance. Therefore, it may happen that only the minimum amount of currently 300 euros per month will be paid.

For more information on both parental leave and allowance, please consult Angela Donner (Welcome Office, interim building, ext. 233) or the [Government's brochure](#) on the website of the Federal Office for Family Affairs.

### 3.3 Childcare, child benefit and subsidy

Every child having completed the first year of life has a legal claim to **childcare**. Parents have to contribute to the costs: The charge depends on the parents' income and on the provider of the facility. Parents should organize childcare at the earliest opportunity and most likely you will have done so already.

There are childcare places in day-care centres, day nurseries or with childminders: you can search for your childcare place online on the [KitaPortal Schleswig-Holstein](#). If you needed childcare outside their hours ("babysitting"), you may find someone on the portal [Betreut.de](#) (key in 24306 Plön in the search field).

On the premises of the institute a freelance childminder, Ute Barz, looks after up to 5 children at a time. She has specialized in the age group newborn to 3 years and offers places for children whose home is near the institute. In case you are interested please get in touch with Ute Barz via [barzute@yahoo.de](mailto:barzute@yahoo.de) as soon as possible.

Parents are entitled to a financial governmental contribution of **child benefit** (*Kindergeld*) until their child turns 18 if the child lives in Germany, in a member state of the European Union or in a signatory state to the Agreement on the European Economic Area. The amount of child benefit being paid neither depends on the income nor on the number of children you have. Currently, 250 euros are paid monthly per child upon application.

You have to apply for child benefit in writing at the appropriate Family Benefits Office of the Federal Employment Agency (*Familienkasse*). A verbal application (e.g., by telephone call) or email is not acceptable. For your application you have to use the [forms](#) issued by the Family Benefits Office.

The application for child benefit must be printed, signed and sent to the Family Benefits Office by post or fax along with the necessary documents.

On certain preconditions the Max Planck Society pays a child care subsidy and reimburses **additional child care costs occurring during business trips and vocational trainings**. Please let us know as soon as you are planning your business trip or vocational training so that we can arrange for child care in situ if needed and request funds from the Max Planck Society. The application for the subsidy has to be handed in with your travel request form. The subsidy is limited to 600 euros per employee per calendar year. You may get further information from Angela Donner or Elisa Brambilla.





### **3.4 Compulsory school attendance**

In Germany every child has to attend school from the age of 6. Most schools have part-time attendance (morning until midday). There are also schools with afternoon classes. The primary schools and Gemeinschaftsschule in Plön offer childcare outside school hours. Information on schools in Plön can be found here

<http://www.rodorstorschule.de/>

<http://www.breitenauschule.de/>

<http://gemeinschaftsschuleploen.de/>

<http://gymnasium-ploen.de/>

[List of all schools in the district of Plön](#)

Further search tools:

[Ministry for Education Schleswig-Holstein](#)

[SchulListe EU](#)



## 4. Contact persons

### **Welcome Office**

General inquiries  
maternity protection act, child care  
allowance, parental allowance

Ms. Angela Donner  
Interim building  
Phone 04522 763 233  
[welcome@evolbio.mpg.de](mailto:welcome@evolbio.mpg.de)

### **Personnel Department**

Contract / stipend questions,  
visa appointments, health insurance

Ms. Petra Salenz  
PinkR room 53.1.1  
Phone 04522 763 321  
[salenz@vw.evolbio.mpg.de](mailto:salenz@vw.evolbio.mpg.de)

Ms. Lisa Haack  
PinkR room 53.0.1  
Phone 04522 763 228  
[lisa.haack@vw.evolbio.mpg.de](mailto:lisa.haack@vw.evolbio.mpg.de)

### **Assistance to the Head of Administration**

Guest contract questions,  
Jobticket

Ms. Katharina Schrader  
PinkR room 53.0.6  
Phone 04522 763 323  
[katharina.schrader@vw.evolbio.mpg.de](mailto:katharina.schrader@vw.evolbio.mpg.de)

### **Housing management**

Administration of the  
institute's housing

Ms. Susanne Markmann  
PinkR room 53.11  
Phone 04522 763 332  
[susanne.markmann@vw.evolbio.mpg.de](mailto:susanne.markmann@vw.evolbio.mpg.de)

### **Secretaries**

Workplace related and  
general inquiries

Ms. Britta Baron  
Main building room 105  
Phone 04522 763 213  
[baron@evolbio.mpg.de](mailto:baron@evolbio.mpg.de)

Ms. Ursula Krützfeldt  
PinkR room 55 E4  
Phone 04522 763 238  
[kruetzfeldt@evolbio.mpg.de](mailto:kruetzfeldt@evolbio.mpg.de)

### **Equal opportunities commissioner**

Dr. Elisa Brambilla (Ms.)  
Main building room 212  
Phone 04522 763 269  
[brambilla@evolbio.mpg.de](mailto:brambilla@evolbio.mpg.de)

Ms. Beate Gericke  
Main building room 065  
Phone 04522 763 316  
[gericke@evolbio.mpg.de](mailto:gericke@evolbio.mpg.de)



**Health and Safety Officer**

Ms. Berit Hansen  
Main building room 257  
Phone 04522 763 327  
[bhansen@evolbio.mpg.de](mailto:bhansen@evolbio.mpg.de)

**Work council**

Mr. Derk Wachsmuth  
Main building room 66  
Phone 04522 763 315  
[wachsmuth@evolbio.mpg.de](mailto:wachsmuth@evolbio.mpg.de)

**Childminder**

Ms. Ute Barz  
Villa  
Phone 04522 763 510 (Villa)  
Phone 04522 50 80 76  
Mobile 0173 45 88192  
[barzute@yahoo.de](mailto:barzute@yahoo.de)

This document has been compiled by Angela Donner in cooperation with the personnel department for information purpose only and does not claim to be exhaustive. It does neither constitute legal advice nor recommendations and cannot replace an individual consultation by an appropriate expert.

Your feedback and suggestions regarding this leaflet are welcome: [donner@evolbio.mpg.de](mailto:donner@evolbio.mpg.de)