

	General / Health	Work / Human Resources	Education	Research
First Trimester	- Arrange midwife appointment (Verloskundige) for 1st scan (at 8 weeks usually). - Obtain due date certificate from midwife (at 11 weeks usually). <u>Think about/start:</u> - Read up on pregnancy and birth in the Netherlands. - Read up on maternity, paternity & parental leave. - Research childcare options.	<i>In case of sick leave during pregnancy, contact HR.</i> <u>Think about/start:</u> - Inform supervisor. - Send due date certificate to HR <i>at least 3 weeks before maternity leave starts</i> (i.e. at least 7 weeks before your due date).	<i>If you are unable to lecture/teach, contact your teaching coordinator.</i> <u>Think about:</u> - Replacement supervisor for Ph.D. candidates (internal or external). - You are not responsible for finding teaching replacement for your courses, but may have some ideas/thoughts.	<i>If there are aspects in your research that might be a health risk during or after pregnancy (such as use of specific chemicals, long working hours,...) inform your supervisor at an early stage.</i> <u>Think about:</u> - Changes to conference and travel plans. - Possible 30K/50K application within the Faculty of Science to support research.
Second Trimester	- Register for postpartum care (Kraamzorg). - Register for childcare. The closest childcare to the Huygens building is Kinderopvang Heyendaël.	- Inform supervisor and send due date certificate to HR <i>at least 3 weeks before your maternity leave starts</i>. - Discuss tenure track/promotion criteria on your contract-> HR <i>Note: Timeframe must not be extended, but criteria can be weakened.</i>	- Discuss teaching replacement and proportional teaching reduction due to leave with teaching coordinator. - Discuss replacement supervision for your Ph.D. candidates with your supervisor / the thesis promotor. - Find (internal) replacement supervisor for bachelor/master students.	- Optional: Submit 30K/50K application to support your research (not teaching). - Optional: Inform colleagues if your travel plans/research commitments have changed.
Third Trimester	- Optional: Sign up to the new parents WhatsApp group for the Faculty of Science.	- Inform your supervisor & HR if you plan to take extra parental leave (Ouderschapsverlof)		
After the Birth	- Register the birth <i>within 3 days</i> at the city hall/online -> for baby's BSN. - Register for child benefits (Kinderbijslag) online. - Register for childcare benefits (Kinderopvangtoeslag) online <i>within 3 months of beginning childcare</i>. - Your consultatiebureau will contact you to arrange appointments to monitor your child's growth and schedule their vaccinations.	- Employees have the right to breastfeed/express milk during working hours. In the Huygens building, there are two lactation rooms (HG01.035 & HG03.032). You can also use the breastfeeding room at Kinderopvang Heyendaël.	Resuming supervision of PhDs: In case your Ph.D. candidate has been supervised by someone other than the promotor/co-supervisor, discuss whether the temporary supervisor will continue their role (potentially becoming co-supervisor) or coauthor a paper with the Ph.D. candidate.	Tips: - For travelling with your family, request suitable accommodation (often conference organisers are able to help with this). - Enquire whether there is extra childcare support at conferences or childcare rooms on campus.