

|                  | General / Health  | Work / Human Resources  | Education   | Research   |
|------------------|---|---|---|--|
| First Trimester  | <ul style="list-style-type: none"> <li>- Arrange midwife appointment (<b>Verloskundige</b>) for 1<sup>st</sup> scan (at 8 weeks usually).</li> <li>- Obtain due date certificate from midwife (at 11 weeks usually).</li> </ul> <p>Think about/start:</p> <ul style="list-style-type: none"> <li>- Read up on <a href="#">pregnancy and birth in the Netherlands</a>.</li> <li>- Read up on <a href="#">maternity, paternity &amp; parental leave</a>.</li> <li>- Research childcare options.</li> </ul>  | <p><i>In case of sick leave during pregnancy, contact HR.</i></p> <p>Think about/start:</p> <ul style="list-style-type: none"> <li>- Inform supervisor.</li> <li>- 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).</li> </ul>                   | <p><i>If you are unable to lecture/teach, contact your teaching coordinator.</i></p> <p>Think about:</p> <ul style="list-style-type: none"> <li>- Replacement supervisor for Ph.D. candidates (internal or external).</li> <li>- You are not responsible for finding teaching replacement for your courses, but may have some ideas/thoughts.</li> </ul>      | <p><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></p> <p>Think about:</p> <ul style="list-style-type: none"> <li>- Changes to conference and travel plans.</li> <li>- Possible <a href="#">50K application</a> within the Faculty of Science to support research.</li> </ul> |
| Second Trimester | <ul style="list-style-type: none"> <li>- Register for postpartum care (<b>Kraamzorg</b>).</li> <li>- Register for childcare. The closest childcare to the Huygens building is <a href="#">Kinderopvang Heyendael</a>.</li> <li>- Optional: <b>Register for RU Faculty of Science buddy scheme? Ask Lisa?</b></li> </ul>   | <ul style="list-style-type: none"> <li>- Inform supervisor and send due date certificate to HR <i>at least 3 weeks before your maternity leave starts</i>.</li> <li>- Discuss tenure track/promotion criteria on your contract-&gt; HR</li> </ul> <p><i>Note: Timeframe must not be extended, but criteria can be weakened.</i></p> | <ul style="list-style-type: none"> <li>- Discuss teaching replacement and proportional teaching reduction due to leave with teaching coordinator.</li> <li>- Discuss replacement supervision for your Ph.D. candidates with your supervisor / the thesis promotor.</li> <li>- Find (internal) replacement supervisor for bachelor/master students.</li> </ul> | <ul style="list-style-type: none"> <li>- Optional: Submit <a href="#">50K application</a> to support your research (not teaching).</li> <li>- Optional: Inform colleagues if your travel plans/research commitments have changed.</li> </ul>   |
| Third Trimester  | <ul style="list-style-type: none"> <li>- Optional: <a href="#">Sign up</a> to the new parents WhatsApp group for the Faculty of Science.</li> </ul>   | <ul style="list-style-type: none"> <li>- Inform your supervisor &amp; HR if you plan to take extra parental leave (<b>Ouderschapsverlof</b>)</li> </ul>   |   |  |
| After the Birth  | <ul style="list-style-type: none"> <li>- <a href="#">Register the birth</a> <i>within 3 days</i> at the city hall/<a href="#">online</a> -&gt; for baby's BSN.</li> <li>- Register for <a href="#">child benefits (Kinderbijslag)</a> online.</li> <li>- Register for <a href="#">childcare benefits (Kinderopvangtoeslag)</a> online <i>within 3 months of beginning childcare</i>.</li> <li>- Your <b>consultatiebureau</b> will contact you to arrange appointments to monitor your child's growth and schedule their vaccinations.</li> </ul> | <ul style="list-style-type: none"> <li>- Employees have the right to breastfeed/express milk during working hours. In the Huygens building, there is a lactation room (HG01.035). You can also use the breastfeeding room at <a href="#">Kinderopvang Heyendael</a>.</li> </ul>   | <p>Resuming supervision of PhDs:</p> <p>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.</p>   | <p>Tips:</p> <ul style="list-style-type: none"> <li>- For travelling with your family, request suitable accommodation (often conference organisers are able to help with this).</li> <li>- Enquire whether there is extra childcare support at conferences or childcare rooms on campus.</li> </ul>  |

