

Childcare fund for employees

The childcare fund is intended to provide support to employees of the University of Siegen in balancing work and family life when additional care is required in connection with official matters. Employees of the University of Siegen with child(ren) or dependents in need of care can therefore receive a subsidy for care costs upon application.

Official matters can be qualification measures, business trips or participation in conferences or congresses. In the case of employees in technology and administration, it may also be necessary to exceed working hours in individual cases.

For whom?

Employees in science (except W2 and W3 professorships), as well as in technology and administration with child(ren) under 12 years of age or with dependents in need of care.

Advice and application	
When	Application at the latest one week before planned childcare
Where	Parent and Family Services: www.uni-siegen/gleichstellung/familienservicebüro
Contact	Family Services Tel: 0271-740-2702 familienservice.gleichstellung@uni-siegen.de
Required documents	<ul style="list-style-type: none"> ✓ Application for funding of flexible care costs ✓ Evidence of official business that requires caregiving ✓ Proof of care

Offer

- Subsidy for care costs of 8.50€/hour/child or dependent (two or more children 12.00€/hour) and a maximum of 51.00€/day (or 72.00€/day for more than one child)
- A total amount of up to 600.00€/year/family can be subsidized.

Eligibility requirements:

For employees in science (except W2 and W3 professorships), and in technology and administration:

1. When participating in advanced training or continuing education.
2. During business trips and participation in conferences and congresses (also for the use of accompanying babysitters; both support and travel costs; you can apply for a subsidy for travel costs [here](#))

Only for employees in technology and administration:

3. If the contractually arranged working time is exceeded due to business-related matters beyond the regular care time

Criteria for employees in science and in technology and administration:

- The care is provided outside the regular working hours of the employee.
- The care is provided outside of the regular care time.
- The use of the FLEXI is not possible.
- Childcare costs are covered for children up to the age of 12.
- Care by another parent is not possible.
- Refinancing of vacation care offers or the FLEXI is not possible.
- Care by close relatives (parent, grandparent, etc.) is not refinanced.
- The organization of the care is the responsibility of the applicant.

Procedure

Prior to care:

- Submission of the application for support of flexible care costs and evidence of the concerns justified by the service (e.g. business trip approval, conference program/schedule, etc.).
- If the contractually arranged working hours are exceeded: Signature of the superior
- Approval of the subsidy for childcare costs by Parent and Family Services

After care:

- Submission of proof of care without being asked within four weeks
- Bank transfer of the amount by Parent and Family Services

Notes

- Placement from the childcare index of Parent and Family Services is possible
- This is a subsidy; possible differences to the arranged fee have to be paid by the family itself.
- A legal claim to support does not exist.
- In order to comply with the statutory tax and reporting obligations, the caregiver must be registered as a mini-jobber with the "Minijobzentrale". Or the caregiver has registered as self-employed.
- Employer subsidies for (child) care up to €600.00/year are tax-free if the care takes place in the employee's own household. All employer subsidies for (child) care above this amount are considered a non-cash benefit and must be claimed for tax purposes (§3 No. 34a EStG).