

Process Flow: Reporting a Pregnancy – Employees

1

• Employee: Reporting a pregnancy via PDF form to the responsible administrative officer.

2

 The administrative officer informs the supervisor (if necessary), the occupational safety specialist (<u>agum@hs-kl.de</u>), and the State Office for Finance.

3

 The administrative officer informs the family services if requested by the employee

4

 The respective supervisor, in collaboration with the occupational safety specialist, conducts a risk assesment related to the specific ocassion together with the employee

5

 Reporting the pregnancy to the relevant supervisory authority through the occupational safety specialist.

6

• The Family Services will contact the employee if requested.

7

• The employee receives a letter from the State Office for Finance regarding maternity protection periods.