



Pregnancy & leave

Congratulations with the new addition to your family! Are you pregnant yourself? You will read more about maternity and parental leave in this document. Is your partner pregnant? You will be able to find more information on birth leave, additional birth leave and parental leave here.

I am pregnant

When you are pregnant you will receive a pregnancy declaration with your first scan at the obstetrician's office. Please send the pregnancy declaration to the HR department as soon as possible via HR.NL@Dummenorange.com. Also let us know whether you want to start your pregnancy leave 6 or 4 weeks before your due date. In total you are entitled to at least 16 weeks of leave. You may take a part of the maternity leave in instalments in consultation with the employer.

Pregnancy leave

Your pregnancy leave lasts until the day that you give birth. You can calculate the start of your leave by counting back 6 weeks from the day after your expected due date. You have to start your pregnancy leave 4 weeks before your due date at the latest. The time difference between 6 weeks before your due date and the day that you start your pregnancy leave, you can add up to your maternity leave. For example, if you start your pregnancy leave 5 weeks before the day after your due date, you can add 1 week to your maternity leave. If the baby is born later, after your expected due date, your maternity leave will not be shortened. If you are incapable of working before your pregnancy leave starts, your pregnancy leave starts 6 weeks before the day after your expected due date.

Maternity leave

Maternity leave starts on the day after you gave birth. When you gave birth, you inform HR about the delivery date. Maternity leave lasts at least 10 weeks, even when the baby is born after the expected due date. Your pregnancy leave and maternity leave then last longer than 16 weeks. If your baby is born before your expected due date, you add the unused days of your pregnancy leave to your maternity leave. The total amount of time that you are entitled to is always at least 16 weeks. If you deliver after your expected due date, you add the days between the expected due date and the delivery date to the amount of 16 weeks. The total amount of leave is then over 16 weeks.

During your pregnancy and maternity leave you will be paid your normal salary and the employer receives pregnancy and maternity benefit. We request this benefit at the UWV.

Are you ill because of your pregnancy before your pregnancy leave starts? Please report this to your manager, HR or occupational health service. We can request sickness benefit at the UWV.

for you

Last update: April 2021



My partner expects a baby

When your partner expects a baby you are entitled to childbirth leave and extended childbirth leave. Please inform your manager at least 4 weeks in advance about your partner's expected due date and whether you want to take childbirth leave and/or additional childbirth leave. See the procedure for requesting extended childbirth leave below.

Childbirth leave

As a partner you are entitled to paid childbirth leave for the durations of one time the weekly working hours when your partner has given birth. Your salary will be paid fully during this leave.

Additional birth leave procedure

With the introduction of the Extra Birth Leave Act (WIEG), the partner's leave will be extended. As of July 1, 2020, the partner is entitled to once the weekly working hours of paid birth leave and after that a maximum of 5 weeks (5 times the number of working hours per week) of additional birth leave of which 70% is paid (maximum of 70% of the maximum daily wage). The UWV pays the benefit to the employer. During the period of the additional birth leave, a deduction will be made from the salary for the part that is not reimbursed by the UWV. If you work part-time, this is calculated pro rata. The additional birth leave must be taken within 6 months of the child's birth. This may be continuous or spread. You must always have taken the 1 week birth leave first. You need to request the additional birth leave at least 4 weeks before you want to start this leave. More information about additional birth leave can be found on the [UWV website](#) (Dutch only).

Above also applies in the case of adoption or taking a foster child, provided that this is on or after July 1st, 2020.

The employee submits the application in accordance with the following procedure:

1. The employee consults with his or her manager about taking additional birth leave.
2. The employee sends an e-mail to HR.NL@DummenOrange.com with his manager in the CC with the title "request for additional birth leave" at least 4 weeks before the start of the leave.
3. In the e-mail, the employee states the following:
 - When you want to take the leave (commencement date). You can make this dependent on the date of the birth of your partner, the maternity leave of your partner or your birth leave of 1 week.
 - For how many weeks you want to apply for the leave (1/2/3/4/5 weeks).
 - Over how many weeks you want to spread this leave. For example, you can take 1 week (5 working days) of leave, but you can also spread these 5 working days over 5 weeks.
4. The employee will receive a confirmation letter from HR stating the period of the leave and deduction of salary.
5. The employee sends an email to HR.NL@DummenOrange.com when the baby is born. If necessary, the employee can still provide a changed effective date at that time.

Due to the temporary reduction in salary, your income may be temporarily below the social minimum. This can have consequences for any allowances that you receive from the tax authority. You can review this on the website of the tax authority (Belastingdienst). The temporary reduction of the salary also means that you will not accrue holiday allowance and pension on the part that is not reimbursed, as this concerns the paid salary. Your vacation days accrual will continue in full.

for you

Last update: April 2021



Parental leave

When you go back to work you are able to take parental leave under certain conditions. Parental leave is unpaid leave, during your parental leave you are not entitled to salary or other employment conditions. Your entitlement to parental leave is 26 times the number of hours you work per week. For example, if you work 38 hours per week, you are entitled to 26 x 38 hours of parental leave.

The advantage of taking up parental leave is that your originally agreed contract hours from before the parental leave will remain intact. If you want to work the originally agreed contract hours again from before your parental leave, this is possible.

There are certain conditions for parental leave:

- You can take parental leave for children up to the age of 8 years.
- You are entitled to parental leave for every child that you raise.
- You can take parental leave for multiple children at the same time. This means that you don't have to use the parental leave for one child first.
- Both parents are entitled to parental leave.
- When you raise twins, you are entitled to 2 times parental leave.
- You can request parental leave with your employer from the moment you start working.
- Request your parental leave 2 months in advance by sending an email to HR.NL@Dummenorange.com.
- You are entitled to parental leave for your biological child, an adoptive child and an acknowledged child.
- You can request parental leave for a fostered child, stepchild or aspiring adopted child. This child needs to live with you according to the 'basic registration of persons'.

For both childbirth leave and parental leave it is possible that your income drops below the social minimum. This is the amount of money that is essential for providing in basic living. It is possible that you are entitled to additional income support. Request the conditions for additional income support at your municipality. It is also possible that this affects any allowances that you receive from the tax authority (Belastingdienst). See the website of the Belastingdienst for further information.

On the website of Rijksoverheid you can find more information on all the types of leave. If there are any additional questions, please contact the HR department.