


































Parents' Calendar



Before Birth		Done	
	You learn of your pregnancy	You receive medical confirmation	✓
	Notification to the Employer	Submission of a medical certificate stating the expected date of birth. The protection against dismissal and redundancy applies from the beginning of pregnancy and becomes effective with notifying the employer.	
	Maternity Protection Evaluation Interview	Daily working time max. 9 hours , weekly working time with employer max. 40 hours . Expectant mothers are not allowed to do any work e.g. heavy lifting and carrying and work under risk of accidents (see information sheet „Employment prohibitions“). Remuneration from employer averaged over the last 13 weeks.	
			
	Early Maternity Leave / Employment Ban	In the event of health problems, an early ban on employment may be imposed. A certificate from the Labour Inspectorate or a medical specialist or public health officer is required.	
		Health insurance agency (ÖGK, BVAEB, KFA ...) requires confirmation of employment and remuneration from the employer and pays early maternity allowance .	
	Digital Parents' Calendar	All dates and deadlines at a glance Register at https://elternkalender.arbeiterkammer.at	
	1st Personal & Child Health Record (MKP=Mutter-Kind-Pass) examination	By the end of the 16 th week of pregnancy at the latest.	
	2nd MKP Examination	17 th or by the end of the 20 th week of pregnancy at the latest.	
	3rd MKP Examination	25 th or by the end of the 28 th week of pregnancy at the latest.	
	Paternity Leave Month - Advance Notice	Advance notice must be given to the employer no earlier than 4 and no later than 3 months before the expected date of birth.	
	12 weeks before the expected date of childbirth	Submission of a medical certificate to the employer on the expected date of childbirth and the beginning of the absolute ban on employment (maternity protection)	
	4th MKP Examination	30 th or by the end of the 34 th week of pregnancy at the latest.	
	Absolute Ban on Employment:		
	8 weeks before birth	Health insurance carrier requires medical confirmation of the start of the employment ban.	
	Maternity Allowance	The health insurance agency (ÖGK, BVAEB, KFA ...) requires a confirmation of employment and remuneration from the employer and pays maternity allowance .	
	5th MKP- Examination	35 th or by the end of the end of the 38 th week of pregnancy at the latest.	

After birth

Done

	1st MKP examination	Until the end of the 1 st week of the child's life at the latest (in hospital).	
	Civil Registry Office/ Hospital Administration	Notification of birth usually by hospital administration. Civil registry officer issues birth certificate, citizenship certificate (also possible online via „ Digitalen Babypoint “ with mobile phone signature). <u>Automatic notification</u> to the social insurance agency – e-card is sent by post.	
	Municipality of Residence	Registration of the child's main place of residence (also possible online via „ Digitalen Babypoint “ with mobile phone signature).	
	Paternity Month	Notification of paternity month to the employer: <ul style="list-style-type: none"> • immediate notification of birth • within 1 week after birth notification of exact starting date to the employer 	
	Family Time Bonus	Apply for family time bonus at the social insurance agency (ÖGK, BVEAB, KFA ...) (also possible online via Finanzonline or meinesv.at).	
	2nd MKP Examination	4 th or by the end of the 7 th week of the child's life at the latest.	
	Maternity Allowance	Continued until the end of the employment ban . (8 weeks or 12 weeks after birth in the case of premature birth/ Caesarean section/Multiple birth) Presentation of birth certificate and confirmation of premature birth / Caesarean section delivery required.	
	Family Allowance	Payment without application from birth via the Tax Office Austria (if data is available). It is important to submit an employee's tax assessment (=Arbeitnehmerveranlagung) for the year before birth and the following years.	
	Childcare Allowance	Application for childcare allowance must be submitted to the social insurance agency (ÖGK, BVEAB, KFA ...) (also possible online via meinesv.at).	
	Maternity Leave	Oral/written notification of the maternity leave period to the employer within the first 8 weeks after the birth of the child or at least 3 months before a later commencement date (2 nd parent). Maximum duration of maternity leave until the child's 2nd birthday ; in case of overlap with 2 nd parent up to a max. 23 months after the child's birth .	
	3rd MKP Examination	3 rd or by the end of the 5 th month of the child's life at the latest.	
	4th MKP Examination	7 th or by the end of the 9 th month of the child's life at the latest.	
	5th MKP Examination	10 th or by the end of the 14 th month of the child's life at the latest. Attention: A medical confirmation must be submitted to the social insurance agency by the end of the child's 15 th month of life (at the latest by the end of the 18th month of the child's life) otherwise child allowance will be reduced by EUR 1,300.	
	Maternity Leave Extension	The latest 3 months before the end of maternity leave , a verbal/written notification of a maternity leave extension until the child's 2 nd birthday is possible.	
	Opting Out	Opting out due to motherhood or fatherhood is possible at least 3 months before the end of maternity leave .	
	Part-Time Parental Leave	Written notification of part-time parental leave the latest 3 months before the end of maternity leave or 3 months before the start of parental leave at a later date .	