

## Guidelines on financial support for baby's nursery places for members of ETH Zurich

of 12 December 2017

### Art. 1 Subject and scope

Childcare costs are higher for children under the age of 18 months (babies) than they are for infants aged 18 months or older. ETH Zurich refunds this difference in costs to parents with children under 18 months who are cared for outside the family. In doing so, it plays a significant role in helping to improve the balance between gainful employment, training or education and family life. These guidelines set out the criteria for employees and students at ETH Zurich to obtain financial support for nursery places.

### Art. 2 Entitlement to subsidies

The following people are entitled to receive subsidies towards childcare costs: parents who are

- employed at ETH Zurich
- registered as a student at ETH Zurich

Visiting lecturers, academic guests and external lecturers at ETH Zurich are not eligible for subsidised childcare.

### Art. 3 Conditions

The financial support provided is subject to the following conditions:

- <sup>1</sup> Child: The child must be between 0 and 18 months old and cared for outside the family, either at a recognised childcare facility or by a childminder who belongs to a recognised organisation<sup>1</sup>, thus taking up a baby's nursery place. The child must either have a relationship with the employee in question in accordance with Article 252 of the Swiss Civil Code or be the employee's foster child or stepchild.
- <sup>2</sup> Parents' level of employment: The level of subsidisation is based on the parents' level of employment. In the case of married couples or cohabiting partners who both live in the same household and separated couples who do not live in the same household, the amount of financial support provided is based on the sum of both parents' employment levels less 100 per cent<sup>2</sup>. In the case of single parents, their level of employment is used as a basis for specifying the amount of childcare time required. If the level of employment cannot be clearly established, e.g. if the parent is self-employed, an annual average is used, as defined in consultation with Human Resources.
- <sup>3</sup> Parents' situation in terms of training or education: The level of employment for students and doctoral students is 100 per cent.
- <sup>4</sup> Evidence of external childcare: Parents must prove how many days their child/children spend(s) at a recognised childcare facility or in the care of a childminder. They can do this by enclosing a copy of the childcare facility / childminder contract including the price list showing the difference in cost between a baby and an infant, with their *application for financial support for a baby's nursery place / self-declaration*.
- <sup>5</sup> Evidence of employment level: The parents must provide a self-declaration stating their combined level of employment.

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<sup>1</sup> <http://www.kibesuisse.ch/verband/mitglieder/mitglieder-suchen.html>

<sup>2</sup> Example: Both parents have an employment level of 80%, making the total sum of their employment levels 160%. Less 100%, this comes to 60%. ETH Zurich therefore contributes towards the costs for three days of childcare (60%).

<sup>6</sup> Changes: If any changes occur in relation to one or more of these conditions during the nursery childcare period (up to 18 months), e.g. changes to a parent's employment level, Human Resources must be informed immediately. The level of subsidisation will then be reviewed and adjusted if necessary.

<sup>7</sup> Time of application: At the time of submitting an application for financial support, the child whose nursery place forms the basis for this request must be no older than 18 months.

#### **Art. 4 Self-declaration**

Employees and students at ETH Zurich making a claim for subsidised childcare must submit an application based on a self-declaration. This *application for financial support for a baby's nursery place / self-declaration* is then checked by Human Resources. If the information submitted is not correct, ETH Zurich is entitled to reclaim any financial support already provided and reserves the right to take further action.

#### **Art. 5 Settlement**

The subsidised costs are settled on a monthly basis via the employee's payslip.

#### **Art. 6 Enforcement**

<sup>1</sup> It is the responsibility of the Human Resources and Services Infrastructure Division and/or the Office for Faculty Affairs to ensure that these guidelines are made known to all currently and newly appointed employees and professors at ETH Zurich.

<sup>2</sup> The Head of Human Resources has the final decision with regard to any deviations from these guidelines.

#### **Art. 7 Entry into force**

These guidelines are valid as of 1 January 2018.

In case of doubt, the German version shall apply.