

# INSA

INSTITUT NATIONAL  
DES SCIENCES  
APPLIQUÉES  
ROUEN NORMANDIE

## GUIDE TO PARENTING

INSA ROUEN NORMANDIE



HR EXCELLENCE IN RESEARCH

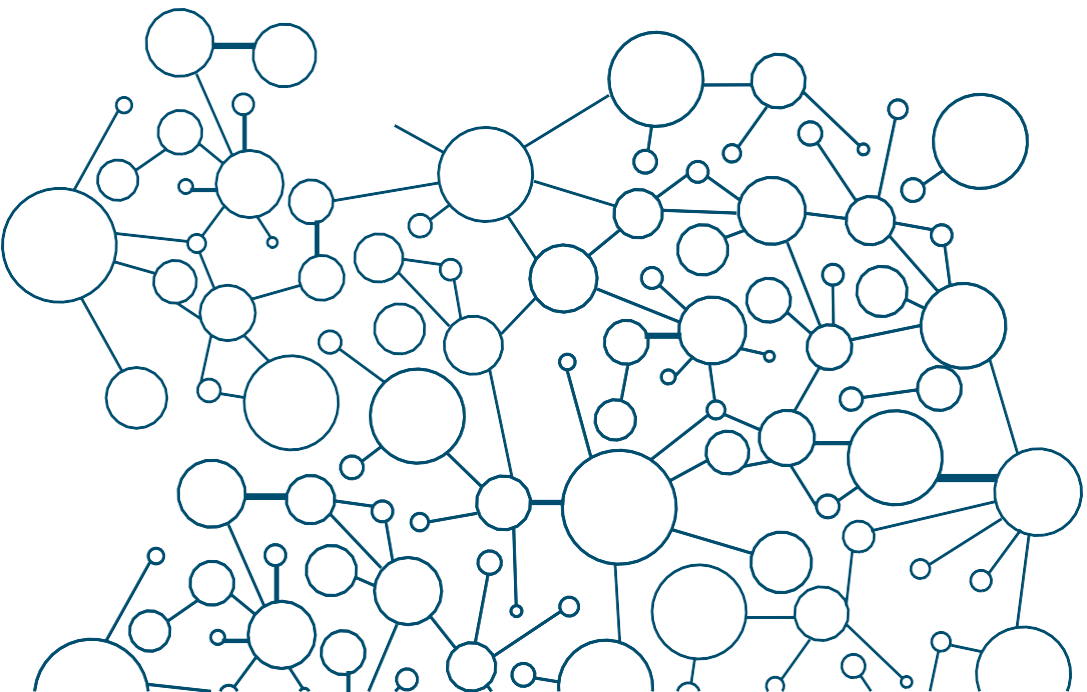


The background of the slide is a repeating pattern of blue wireframe cubes. These cubes are drawn in a 3D perspective, with lines representing the edges of the front, top, and side faces. They are arranged in a staggered, non-uniform grid across the entire slide.

" AT HUMAN SIZE ,  
AT THE WORLD SCALE »


# SUMMARY

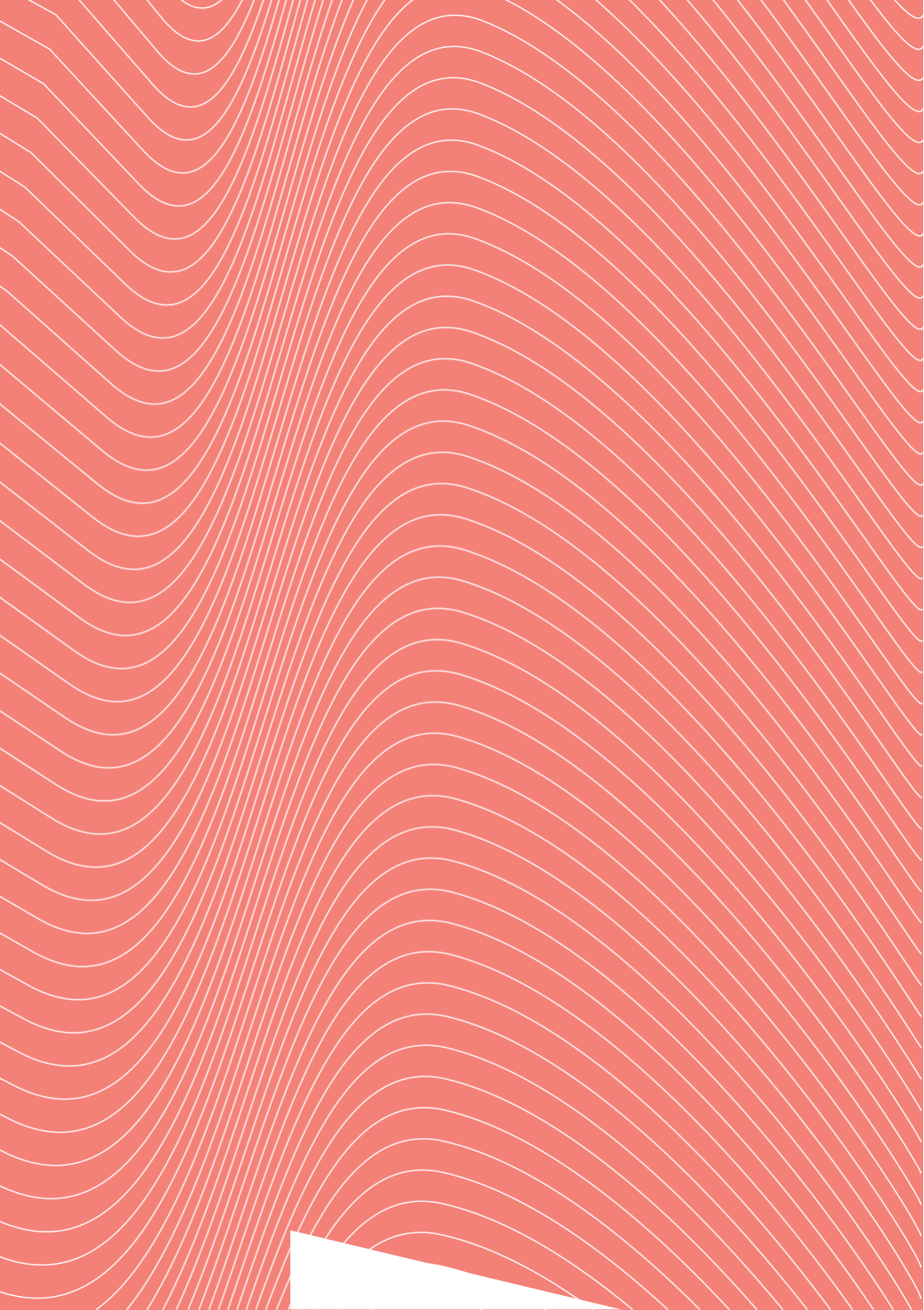
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*This guide, part of the INSA Rouen Normandie action plan on gender equality in the workplace, aims to provide future parents with useful information to calmly approach this happy event.*

*This guide allows them to be aware of the rights available upon the arrival of the child as well as the procedures to be followed.*





# Pregnancy

It is recommended to declare your pregnancy before the 14th week; maternity leave is granted as a right to all employees.

This declaration can be made in writing. However, the employee must send the form to the HR department : letter "First prenatal medical examination" (also called "You are expecting a baby ") issued by the doctor.

The employee will then be able to benefit from the advantages related to her pregnancy: authorized absences, adjusted working hours, job adjustments, continued remuneration...

The agent must also declare her pregnancy to the CAF (Family Allowance Fund) before the end of the 14th week (i.e., before the end of the 3rd month), attaching the doctor 's statement. This statement allows the employee to receive future Early Childhood Care Benefits (PAJE).

Leave authorizations for the pregnant employee and their spouse

The employee is entitled to time off work to attend mandatory prenatal and postnatal examinations. These are the examinations covered by health insurance.

- Before the end of the 3rd month: 1st ultrasound
- On the 4th month
- In the 5th month: 2nd ultrasound
- At the 6th month
- In the 7th month: from this month onwards, the employee can benefit from childbirth preparation classes.
- In the 8th month: 3rd ultrasound
- In the 9th month
- After childbirth: postnatal examination within 8 weeks after childbirth.

The agent's spouse (within the framework of a civil partnership or living with a spouse) pregnant may be granted leave to attend up to three of these medical examinations.

The employee and their spouse inform their supervisor of their absences and provide the HR department with:

- A document attesting to the date, place and time of the exam.
- The spouse will have previously provided a document justifying the relationship.

From the fourth month of pregnancy, the employee may benefit from an adjustment to her working hours to compensate for transport constraints, up to a limit of one hour per day, after consultation with the

preventive medicine physician.

Regarding childbirth preparation, if the sessions cannot be scheduled outside the employee's working hours, leave for the duration of the sessions may be granted upon presentation of proof of appointment. This leave will be deducted from the employee's leave entitlement. the agent

Breastfeeding: Article 46 of Law No. 2019-828 of August 6, 2019, on the transformation of the civil service, stipulates that an employee breastfeeding their child may benefit, for one year following the birth, from a working time adjustment of up to one hour per day.

The breastfeeding employee will be able to do so at the facility's infirmary.



# Leave of absence authorisation in case of procreation medically assisted (Assisted Reproductive Technology)

Subject to service requirements, female employees may be granted leave for medical procedures necessary for assisted reproductive technology (ART) (circular of March 24, 2017). The spouse of an employee receiving medically assisted reproduction may, subject to service requirements, be granted leave to attend up to three of these mandatory medical procedures. The duration of the absence is proportionate to the medical procedure. These permits absence paid are assimilated has a period of services staff and no impact on the holidays.

The employee and her/his spouse inform their manager of their absences and provide the HR department with the necessary information :

- A medical certificate justifying the ART protocol in course.
- A document attesting to the date, place and time of the medical examination.
- The spouse will have previously provided a document justifying the relationship.

## Ordinary sick leave during or after pregnancy

When a pregnant woman's health requires her to take sick leave before her maternity leave, the doctor completes a sick leave certificate, checking the box "related to a pregnancy-related medical condition." Only the attending physician and the gynecologist can prescribe this type of leave. It lasts a maximum of 14 days, consecutive or not.

The additional period related to the pathological condition resulting from childbirth can be taken for a continuous period of up to four weeks immediately after the end of maternity leave.

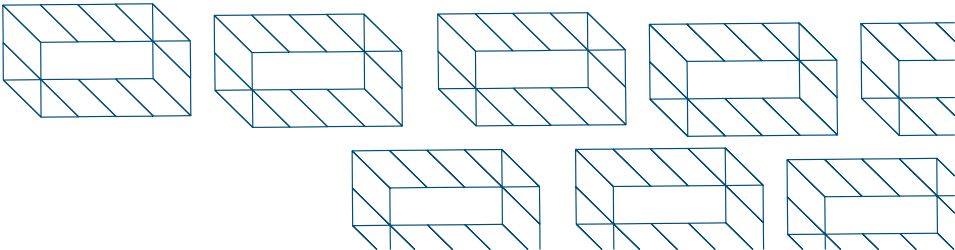
When the pregnant women is on sick leave, no waiting period will be deducted, regardless of whether the absence is related to her pregnancy or not.

## Prenatal leave

The future mother can postpone her prenatal leave towards here postnatal leave for a duration of maximum three weeks, if the doctor in charge of follow up of her pregnancy agrees (the request must be accompanied with a certificate written by the doctor, this one noted that the state of health allows the postponement and its duration within the limit of 3 weeks).

If sick leave occurs during the postponed prenatal leave period, the postponement is cancelled and the prenatal leave resumes on the first day of sick leave. The period initially postponed after childbirth is reduced accordingly.

The postponement is not granted in the case of a multiple pregnancy.





# Maternity leave

Maternity leave is granted as a right to any employee who requests it from the Human Resources Department. The request must be accompanied by a certificate issued by the health professional following up the pregnancy. This certificate confirms the pregnancy and specifies the expected delivery date.

When childbirth occurs more than six weeks before its expected date and requires postnatal hospitalization of the child, maternity leave is extended by the number of days from the date of childbirth to the beginning of maternity leave. This period, which is added to the initial duration of maternity leave, cannot be postponed to the end of the hospitalization of the child. The employee is entitled to this extension after submitting to the human resources department any document attesting to the duration of the child's hospitalization.

In the event of premature birth, the total duration of maternity leave cannot be reduced. In the event of delivery after the expected date, the duration of postnatal leave is not reduced but extended accordingly.

## For BIATSS staff

	Simple birth		Multiple birth	
	First and second child	From the 3rd child onwards	2 children	More than 2 children
Prenatal Period	6 weeks	8 weeks	12 weeks	24 weeks
Postnatal period	10 weeks	18 weeks	22 weeks	22 weeks
High- risk pregnancy	A maximum of two weeks between the declaration of pregnancy and the beginning of there period prenatal on justification of a stop of work establishing that the pathological state results from the pregnancy.			
Pathological diapers	A maximum of four weeks immediately following the postnatal period on justification of a stop of work establishing that the state pathological results of childbirth.			

## For teachers

Maternity leave results in a reduction of working hours. It is recognized as a minimum of half-time work.

Maternity leave	References	Service reputed to have been performed	
		Teacher-researcher	Secondary school teacher
16 weeks for the 1st and 2nd child	Article L 1225-17 of the <i>coe du travail</i>	96 hours of EQ TD (96 hours of EQ TD remain to be completed)	192 hours of EQ TD (192 hours of EQ TD remain to be completed)
26-week maternity leave (birth of a 3rd child)	Article L1225-19 of the <i>labor code</i>	156 hours of EQ TD (36 hours of EQ TD remain to be completed)	312 hours of EQ TD (72 hours of EQ TD remain to be completed)
Multiple births	Article L1225-18 of the <i>labor code</i>	192 H EQ TD	384 H EQ TD

In the event of a birth in July or August, the teacher may choose to reduce her teaching load either for the academic year in question, or for the following year, or both for the year in question and for the next.

## Birth declaration

The birth must be registered at the town hall of the place of birth within five days following the delivery (the day of delivery is not included in the registration period, and if the last day falls on a Saturday, Sunday, or public holiday, the deadline is extended to the next working day). The birth is registered by a person who was present at the delivery, the father, the doctor, or the midwife...

The birth certificate is immediately drawn up by a civil registrar (in some hospitals, a civil registrar is on duty in the maternity ward to register birth declarations).

If you are not married it is recommended to do an anticipated acknowledgement at the city hall of your place of residence before the birth of the child.

You must also declare it as soon as possible:

- To your local Primary Health Insurance Fund (CPAM) and to the mutual insurance company.
- To the Family Allowance Fund (CAF).
- Provide your birth certificate to your employer.



## Birth leave

Birth leave is granted to the employee living with the child's mother.

To benefit from this leave, you must submit a request to the human resources department with the copy of the birth certificate and if you are not the father of the child, with all document proving that you live with the mother.

The leave period is 3 working days, which must be taken continuously from the day of the child's birth or the first working day after.

This leave can be combined with paternity and parental leave. Full salary continues to be paid.

## Paternity and parental leave

After the birth of the child, the father or the person living as a couple with the mother can benefit from this leave.

The leave lasts 25 calendar days (32 days in the case of multiple births), 4 of these days must be taken consecutively and immediately after the 3-day birth leave.

The remaining 21 days (28 in the case of multiple births) can be taken continuously or discontinuously in two periods of at least 5 days each.

These days must be taken in the six months following the birth.

The salary continues to be paid in totality.

## Paternity leave during hospitalization

When a child is hospitalized immediately after birth in a specialized care unit, the 4-day paternity leave period can be extended, for the duration of the hospitalization, up to a maximum of 30 consecutive days. You must submit your request to the Human Resources department. The administration cannot refuse this extension.

The following specialized pediatric inpatient care units qualify for this additional leave period are:

- Units of neonatology.
- Neonatal Intensive care units.
- Neonatal and pediatric infants' unit.
- Undifferentiated pediatric and neonatal intensive care units.

The 21-day period must then be taken within 6 months after the end of hospitalization. Salary continues to be paid in totality.

These days must be taken in the six months following the birth.

The salary continues to be paid in totality.

## Leave for the arrival of a child placed for adoption

The leave for the arrival of a child placed in view of her/his adoption is granted of right to the agent who made the request to the resources department human.

The request must state the dates of the leave and be accompanied by any document attesting that the employee has been entrusted with a child by the departmental child welfare service, the French Adoption Agency or any other organization authorized for adoption.

The leave is for 3 working days and cannot be combined with adoption leave. It can be taken continuously or intermittently within the 15 days around the child's arrival.

The salary continues to be paid in totality.

# Adoption leave

You can benefit from adoption leave, by requesting it to the human resources department, if you are entrusted with a child by the departmental child welfare service (Ase), the French adoption agency (Afa), the French authorized adoption agency (OAA) or the competent foreign authority.

The leave can be shared between both parents.

The leave begins on the date of the child's arrival or at most 7 days before that date.  
You can request that it follows the leave for the arrival of a child placed for adoption.

The salary continues to be paid in totality.

Duration of adoption leave			
Number of adopted children	Number of children already dependent on	Leave duration	Leave duration
		if it is taken by only one parent	if it is divided between the 2 parents
1	0 or 1	16 weeks	16 weeks + 25 days
	2 or more	18 weeks	18 weeks + 25 days
2 or more	No matter the number	22 weeks	22 weeks + 32 days

## The return to work

The employee undergoes a medical examination with the occupational physician for return to work and returns to her/his position.

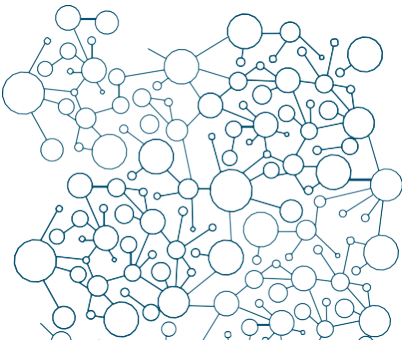
## The Family Treatment Supplement (SFT)

The family allowance is a supplement to the remuneration paid to any public employee (civil servant or contract employee) who has at least one child under 20 years of age in their care within the meaning of family benefits (i.e., effectively and permanently dependent on the recipient and if the child works, their remuneration must not exceed 55% of the minimum wage).

The SFT must be requested to the human resources department via the form available on intranet, accompanied by the supporting documents listed on this one.

Supporting documents must be submitted annually to the HR department.

The SFT is paid every month, its amount varies according to the number of children and the gross salary index of the employee.



Minimum and maximum amounts of the SFT				
<i>Number of children</i>	<i>Fixed portion</i>	<i>Part proportional to gross salary</i>	<i>Minimum monthly</i>	<i>Monthly maximum</i>
1	€2.29		€2.29	€2.29
2	€10.67	3%	€73.79	€111.47
3	€15.24	8%	€183.56	€284.03
additional child	€4.57	6%	€130.81	€206.17

The SFT can be combined with other family benefits.

## CAF benefits

- The birth or adoption grant: This helps to cover the initial expenses related to the arrival of the child.
- The basic allowance: Aid to finance expenses related to the maintenance and education of the child. It is intended for parents of child less than 3 years old.
- The childcare allowance, paid when employing a childminder or home childcare provider.
- The shared parental leave benefit (PreParE): A benefit paid if you have a child born or brought into your home through adoption proceedings and you stop or reduce your work activity professional.
- Family allowances paid from the second child.

CAF benefits are based on your income and family composition.

## The different childcare options

There are several childcare options:

- Group childcare: Nurseries, micro-nurseries ...
- Individual care: Childminder or nanny residence.

It is advisable to think about and look for childcare options as early as possible; for example, for nurseries, it is advisable to start the process as soon as the pregnancy is announced.

Collective childcare is provided by nurseries, micro-nurseries, daycare centres, kindergartens and multi-care facilities. Payment for these facilities is made by invoice. The Prefecture makes nursery places available to employees via the SRIAS (Regional Inter-ministerial Section for Social Action).

Individual childcare is provided by a childminder. You can obtain a list of childminders from your local council or from the childminder network (RAM).

You must register your childminder or home childcare provider via Paje Emploi, which calculates the payslip and social security contributions. The person who looks after your child is then your employee, so you must draw up a contract and pay them their salary each month.

You can use CESU vouchers to pay for childcare for children aged 0 to 6. CESU vouchers can be combined with family benefits.

INSA, through its social action program, can contribute to the cost of your child's leisure center during school holidays, summer camps, and educational stays, depending on your resources. linguistics...

## In case of illness of the child

Special leave may be granted to employees to care for a sick child under 16 years of age (no age limit if the child is disabled) upon presentation of a medical certificate or to temporarily provide care for the child.

These days can also be used on an ad hoc basis in the event of a school strike, or illness of the childminder, for example.

The number of days for the academic year is:

- If the two parents can benefit of days: 6 days for an agent at 100 % (5.5 days for 90%, 5 for 80%, 3.5 for 60% and 3 for 50%).

- If the employee is raising her/his child alone or if the spouse does not have a leave: 12 days for an agent has 100 % (11 For 90%, 9.5 For 80 %, 7 For 60 % And 6 For 50 %).

If both parents are civil servants, one can donate her/his leave days to the other. To do so, the employee must provide a certificate from her/his spouse's employer to the human resources department. The number of days donated will be prorated according to the working hours.

These days can be taken as half-days.

## Useful links

<https://www.ameli.fr>

<https://www.caf.fr>

<https://cesu-fonctionpublique.fr>

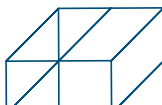
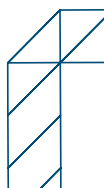
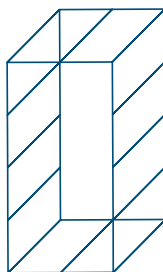
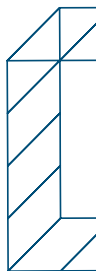
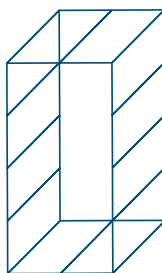
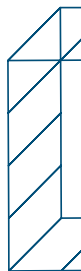
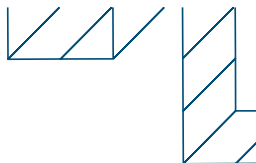
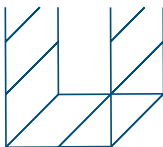
<https://intranet.insa-rouen.fr>

<https://www.pajemploi.urssaf.fr>

<https://www.prefectures-regions.gouv.fr>

<https://service-public.fr>

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