

# Guide for parents

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INTERNAL DOCUMENT

DRH, Gender Equality/Equal Opportunities Committee

*Inria*  
inventors for the digital world



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# *Introduction*

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**Inria staff with children may have certain entitlements** under the staff regulations for public servants, as well as entitlements offered specifically by Inria and by AGOS (Association de gestion des œuvres sociales).

Those entitlements apply to both public servants and contract workers at Inria.

**This document contains a summary of those entitlements.**

It is subject to constant improvement, so if you know of an entitlement that is not included in this document, please let us know by emailing [parite@inria.fr](mailto:parite@inria.fr).

If you would like more details, please **contact your Human Resources Department (SRH) first of all**. They can provide further information or, where appropriate, direct you to the right person to speak to (AGOS, social worker, etc.).

The contact details of sources of information (SRH, AGOS, etc.) can be found **on Inria's Intranet**:

➔ **Risk prevention representatives**

➔ **AGOS**

# What to do before your child arrives

## Declare your pregnancy

### ▲ To the social security organisations

**Pregnant women must declare their pregnancy to the social security organisations before the end of the 3<sup>rd</sup> month of pregnancy** to obtain their maternity insurance entitlement as quickly as possible. They must also update their 'Vitale' card as soon as possible.

At the end of the first ultrasound examination (1<sup>st</sup> antenatal check), your doctor or midwife can make the declaration online or give you a pregnancy declaration form on paper.

#### **If you have a paper form, you need to complete it and send:**

- The pink section to MGEN (public servants) or CPAM (contract workers)
- The two blue sections to your family allowances office (CAF)

#### **For more information:**

- MGEN
- Ameli
- CAF

### ▲ To your employer

**Pregnant women are not obliged to declare a pregnancy to their employer either at the time of recruitment or afterwards.** However, they do need to do so if they wish to receive protection as regards their condition, especially against discrimination and the risk of dismissal, and any maternity entitlements, such as the right to maternity leave.

In order to anticipate and be able to prepare for maternity leave, Inria staff members are invited to declare their pregnancy to their SRH before the end of the 4<sup>th</sup> month.

Pregnant women can have leave without loss of pay to attend compulsory medical checks during their pregnancy and also following birth.

**The pregnant woman's partner can also take special leave** to attend 3 of these compulsory medical checks.

On the advice of the occupational health physician and with the permission of the person in charge of their department, pregnant women may also have their hours adjusted by one hour per day from the 4th month of their pregnancy (3 months and one day).

## How much leave are you entitled to?

Staff working at Inria either as public servants or as contract workers are entitled to maternity leave, paternity leave, new child leave or adoption leave for the period set by social security legislation. This leave is considered to be a period in work. **Throughout this leave, staff remain on full pay**, including staff who were working part time before the leave (excluding contract workers who had worked for less than 6 months on the start date of the leave, who are therefore not paid by Inria but receive daily social security allowances).

**For more information:**

 [Intranet](#)

### ▲ Maternity leave

A pregnant women who is a member of Inria staff and who declared her pregnancy to her SRH by the deadline mentioned above receives maternity leave, consisting of prenatal leave (before the birth) and postnatal leave (after the birth).

Family situation before birth	Number of newborns	Length of leave (in weeks)		
		Prenatal	Postnatal	Total
No children or one child	one child	6	10	16
	twins	12	22	34
	triplets or more	24	22	46
Two children or more	one child	8	18	26
	twins	12	22	34
	triplets or more	24	22	46

The length of the prenatal leave can be reduced at the staff member's request, on medical advice, by up to three weeks, in order to extend the postnatal leave by a similar amount.

**For more information:**

- Civil service
- Ministry of Employment

### ▲ Paternity or new child leave

**Paternity or new child leave is given to a member of staff becoming father of a child and to a member of staff whose partner becomes the mother of a child,** provided that the staff member applies for the leave from their SRH at least one month before the desired leave date, providing the supporting evidence required by the regulations. This leave is added to the 3 days of birth leave.

**The maximum length of paternity leave is 11 calendar days** (18 for multiple births) taken consecutively (the leave cannot be split into separate shorter periods). Staff may request leave for less than the maximum period. Paternity leave or new child leave must start within 4 months of the birth of the baby.

**For more information:**

- Intranet
- MGEN
- Ameli
- Civil service
- Ministry of Employment

### ▲ Adoption leave

**Both or just one of the adoptive parents are entitled to leave for the adoption of children aged under 15 years.** If both parents are working, the leave may be split between them. The length of leave is then increased, and it does not have to be taken as one continuous block. The Inria staff member must make an application for this leave to their SRH, accompanied by the adoption certificate issued by the competent body and a sworn declaration from their partner stating whether or not they are taking adoption leave and, if they are, specifying the duration of and period in which they have been granted leave.

The length of adoption leave depends on the number of children adopted, the number of dependent children in the family before the adoption and any division of the leave between the parents.

Nombre d'enfants adoptés	Number of dependent children before adoption	Length	Extra days if the leave is shared between the parents
1	0 ou 1	10 weeks	11 days
	2 or more	18 weeks	11 days
2 or more		22 weeks	18 days

**The leave starts:**

- on the day of the child’s arrival in the household,
- or within the 7 days preceding the planned date of arrival.

**If the leave is split between the adoptive parents, it may only be split into 2 periods.** The shortest must be at least 11 days. The adoptive parents may choose to take their leave separately or at the same time, bearing in mind that the cumulative length of leave must not exceed the legal length.

If the child is removed, the leave stops.

If a partner does not take their adoption leave entitlement, they may take 3 days’ leave (special leave of absence), whether consecutive or not, within the 15 days following the adopted child’s arrival in the household.

**For more information:**

- Intranet
- Civil service
- MGEN



# After your child has arrived

## Your child has arrived, so what help is available?

### ▲ Financial help

#### 1) FAMILY INCOME SUPPLEMENT

**Family income supplement (SFT) is an allowance paid to public servants who have at least one child.** If both parents are public servants, family income supplement is paid to only one of them. The couple decides who will receive it.

It is paid on top of their regular pay and depends on the number of dependent children they have, subject to the conditions for the payment of family allowances.

SFT is paid monthly to each household.

#### It comprises:

- **a fixed element** which depends on the number of dependent children the staff member has
- **from the second child, a proportional element** based on the pay scale for public servants or a reference index (IM449) for contract workers.

	Élément fixe	Élément proportionnel
1 child	€2.29/month	
2 children	€10.67/month	3% of pay for public servants
3 children	€15.24/month	8% of pay for public servants
more than 3 children, per child	€ 4.57/month	6% of gross pay for public servants

An application form for SFT should be completed and sent to the SRH

**For more information and to download the forms:**

➔ Intranet

## 2) FAMILY ALLOWANCES PAID BY THE FAMILY ALLOWANCES FUND (CAF)

Paid from the second child, the monthly amount of family allowances varies according to the number of dependent children in the household and your means.

**For more information:**

➔ CAF

## 3) NEW CHILD PAYMENT

For any children born or adopted, the new child payment comprises:

- the birth allowance
- the adoption allowance
- the basic payment

**For more information:**

➔ CAF

## 4) NEW SCHOOL YEAR ALLOWANCE FROM CAF

The new school year allowance helps to cover the costs for the new school year for children aged 6 to 18 years. It is a means-tested allowance.

**For more information:**

➔ CAF

### ▲ Other help

#### 1) PARENTAL LEAVE

Public servants and staff without public servant status **who have worked for Inria for one year on the date of birth of their child** are entitled to parental leave for a birth or adoption. The staff member will cease to be paid, but they will retain their promotion rights, reduced by half.

Parental leave allows parents to stop work to bring up a child up to the age of 3 years, or to look after an adopted child for three years.

The staff member can claim the PreParE allowance for any birth or adoption after 31 December 2014.

**For more information:**

- Civil service
- Ministry of Employment
- CAF

## **2) PART-TIME WORKING ENTITLEMENT**

**All staff are entitled to work part time until their child's 3rd birthday** (or for three years after an adopted child's arrival). The staff member can apply at any time during this period, but must submit their application two months before the desired date for starting work part time.

Contract workers must have worked for one year full time or the equivalent of one year full time before they can benefit from this part-time working entitlement.

The staff member can also claim PreParE (or the CLCA allowance for any birth or adoption before 1 January 2015), paid by CAF.

This allowance compensates for the reduction in pay for staff cutting their hours or stopping work to bring up a child.

**For more information:**

- CAF

## **3) BREASTFEEDING FACILITIES**

**Staff members who are mothers are able to breastfeed their children** (provided that their workplace is close to the place where the child is being looked after) during working hours, for one year from the child's birth. In this case they benefit from a reduction in working hours of one hour per day, split into half an hour in the morning and half an hour in the evening.

**Breastfeeding rooms are provided for staff at certain centres;** they must meet strict workplace health and safety standards. They are separate from the working environment and have a fridge and a microwave, and are close to a washroom with a shower.

## ▲ Help with childcare costs

### 1) CHILDCARE ALLOWANCE (CMG) PAID BY CAF

The childcare allowance is a monthly allowance paid by CAF to cover the cost of having children aged up to 6 years looked after by a childminder, nanny or registered nursery.

You can claim this from [CAF](#).

### 2) INRIA CHILDCARE ASSISTANCE FOR CHILDREN UNDER 11 YEARS

Inria offers childcare assistance for children aged under 11 years in the form of prepaid CESU (Chèque Emploi Service Universel) vouchers. These can be used to pay a registered childcare organisation (crèche, nursery, etc.) or a directly employed childcare provider (registered childminder or nanny, babysitter, etc.).

**The annual amount of assistance granted depends on the family quotient (QF) and the child's age:**

- under 4 years: from 220 euros to 655 euros
- 4 to 11 years: 200 euros

**For more information:**

➤ [Intranet](#)

### 3) CESU ASSISTANCE FOR BUSINESS TRAVEL

Inria offers to cover childcare costs for the children of staff members who have to travel as part of their work outside business hours (until the end of the child's 5th year, or the child's 10<sup>th</sup> year in the case of single-parent families).

The assistance offered by Inria is a fixed amount in the form of prepaid CESU vouchers.

**The amount of the assistance is set per day of travel and per child, up to:**

- €10 for the morning (to cover childcare between 6.30am and 7.30am)
- €20 for the evening (to cover childcare between 6.30pm and 8.30pm)

When business travel involves an absence of one or more nights, **an additional amount of €50 per night is granted** to staff in a single-parent family situation.

There is a limited annual budget for CESU business travel assistance, set in year N-1 for the following year.

#### **4) RESERVATION OF CRECHE PLACES**

In addition to places funded by town halls, the SRIAS (regional interministerial social welfare divisions) offer reservations for 'interministerial' crèche places to all public servants. Inria has had access since 2016.

Applications are made to the SRIAS.

**For more information:**

➤ SRIAS

#### **5) TAX CREDITS FOR CHILDCARE**

Parents who have children aged under 6 years cared for outside the home can receive a tax credit.

Any financial assistance received for childcare, especially the childcare allowance (which is one of the benefits paid as part of the new child allowance) and assistance paid by the works council or company (which is exempt from income tax payment up to a limit of €1,830) must be deducted from the tax base for calculation of the tax credit.

**For more information:**

- Civil service: Costs of childcare outside the home
- Civil service: Childcare providers employed in the home

#### **6) SPECIAL LEAVE OF ABSENCE FOR CHILDCARE**

Up to 6 days' leave per year (12 days per year if the partner cannot take leave for childcare or if the staff member is single) may be granted, workplace needs permitting, either if the child is ill or if their normal childcare provision is unavailable.

All special leave of absence must be justified by presentation of a declaration, certificate or administrative document.

**For more information:**

➤ Intranet

## If your child is sick

### ▲ Leave for sickness of a child

#### 1) PART-TIME WORKING ENTITLEMENT TO CARE FOR A CHILD

Staff are legally entitled to work part time to care for a sick or disabled child. Permission is subject to the production of a medical certificate issued by a hospital practitioner or the certificate of payment of a disabled child's education allowance (AEEH) by CAF.

#### 2) LEAVE FOR PARENTAL ATTENDANCE

Parental attendance leave applies to public servants and to contract workers. It may be granted when the sickness, accident or serious disability of a dependent child requires the presence of one of the parents.

The length of the leave for parental attendance is determined by the length of continuous presence or intensive medical care stated in the medical certificate.

The leave may be extended or repeated for a further period on presentation of a medical certificate justifying this, for up to 310 working days over a period of 36 months (three years).

The staff member will cease to be paid, but will retain their rights to promotion. They can also claim the daily parental attendance allowance (AJPP) from their CAF, which partially compensates for loss of income on the days not worked.

**For more information:**

➔ CAF

#### 3) LEAVE DONATIONS TO A STAFF MEMBER WITH A SERIOUSLY ILL CHILD

An Inria staff member with a seriously ill child can use leave not taken by their colleagues to be with their child.

A public servant may, at their own request, anonymously and without payment, give up all or part of any leave that they have not taken, whether or not this leave has been assigned to a time savings account (CET), to another public servant working for the same employer who is looking after a child aged under 20 years affected by a particularly serious illness, disability or accident requiring a continuous parental presence and intensive medical care.

This enables the staff member receiving the donated leave to continue being paid during their absence.

**For more information:**

➔ Civil service

## ▲ Help for parents of disabled children

### 1) DISABLED CHILD'S EDUCATION ALLOWANCE (AEEH) PAID BY CAF

The disabled child's education allowance (AEEH) is a benefit designed to cover the education and care costs of children with disabilities. The allowance is paid to the person looking after the child. In some cases an enhanced allowance may be paid.

The AEEH is not means-tested.

It is paid to families of disabled children aged under 20 years. The disability rights and independence committee (CDAPH) decides the degree of incapacity of the child.

**For more information:**

➔ CAF

### 2) HELP FROM INRIA

In addition to the AEEH, Inria can pay an allowance for parents of disabled children aged under 20 years (APEH) to the staff members concerned.

Once the child reaches the age of 20, if they are studying or in an apprenticeship, the staff member can claim a special allowance for children with a chronic illness until the child reaches the age of 27.

**For more information:**

➔ Intranet

### 3) CESU VOUCHERS FOR EXCEPTIONAL MEDICAL CIRCUMSTANCES

Inria offers assistance in the form of prepaid CESU vouchers to cover various personal care costs for parents affected by exceptional medical circumstances.

**For more information:**

➔ Intranet

## Help from AGOS

### ▲ Help with non-residential activity centre costs

This allowance is designed to cover part of the cost of time spent by children at non-residential activity centres.

It is means-tested and is paid for each dependent child aged under 18 on the first day spent at the centre, with no limit on the number of days. 10% of the cost must still be met by the parents.

### ▲ Back to school allowance

The back to school allowance cannot be claimed in addition to the CAF new school year allowance.

It is paid in the form of Cadhoc vouchers, in some cases with the addition of culture vouchers.

### ▲ Family holiday grant

This allowance is designed to cover part of the cost of family stays with one of the approved bodies.

### ▲ CESU vouchers

AGOS offers partially subsidised CESU vouchers based on income, which can be used to pay for services in the home either to a direct employee or to pay a registered service provider.

They come as a book of vouchers stating their face value.

**For more information:**

➔ AGOS



# Notes

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