

## The planning meeting

Conversation guide– Employee interview as part of the contact holding and re-entry programme

Date:
Manager:
Employee:
Department / area:

### General information

The planning meeting can take place 8 to 12 weeks before the planned time off. You should allow approx. 1-1.5 hours for an employee meeting. It is helpful if you also provide employees with these guidelines to help them prepare. This will allow you both to prepare for the meeting in advance and may shorten the duration of the meeting.

### In case of pregnancy

Notification to the Department of Human Resources was made on: \_\_\_\_\_

Start of the expected maternity leave (possible ban on employment):  
\_\_\_\_\_

- How long is the family leave planned for? (expected period) (reference to deadlines - legal framework) **Note: This question does not require a (binding) answer**

- Would you like to work part-time during your family time-out? If so, to what extent and under what conditions?
  - Partly mobile working ([www.uni-kassel.de/go/Mobile-Arbeit](http://www.uni-kassel.de/go/Mobile-Arbeit))
  - Substitution activities (e.g. as part of a sickness cover)
  - Interest in qualification measures (e.g. further training/conferences)

- What ideas do you have for the time after the family time-out?

### **Keeping in touch during the family time-out:**

The following options are optional and can be customised at any time according to individual requirements.

- Are you interested in "The Pat:innen Modell" and would you like to have a more intensive exchange of general and personal topics? (only with complete family time-out)
- What would you like to be informed about during your family time out? What information would you like to receive?

*The manager and / or the contact person will always share the following information with you: Invitations to personal meetings and official events; invitations to formal and informal events; information about new developments concerning the field of work, the workplace, the department/division or the university as a whole.*

- To which business e-mail address should the information be sent to you?

- Are you interested in a stay in touch meeting? If so, when should the appointment take place? (a rough time frame can also be defined here)

- What else is there to discuss? What other questions are there?