

Methodology of active reintegration of researchers into research and development activities after a period of time off not only due to maternity/parental leave

The aim of the methodology is to facilitate the reintegration of researchers into research and development activities after a break period caused mainly by maternity/parental leave. The reintegration should be made through active internal grant support enabling to finance researchers' wages from grant funds in the form of junior grants, starting ERC grants and, furthermore, through the wage support funded by the programme of prospective human resources support – Wage Support of the Czech Academy of Sciences' Employees (PPLZ).

Support of active reintegration of researchers into research and development activities after a period of time off not only due to maternity/parental leave is divided into 3 pillars:

1. Communication during maternity/parental leave
2. Grant support
3. Working conditions

Personnel resources for this agenda are ensured by the recruitment of a new employee responsible for the agenda of support for active reintegration in the range of 0.2 working time. Competency of such an employee includes support, intermediary and guide roles.

The content positioning of the activities in these three pillars is following:

1) Communication during maternity/parental leave

- Creation of researchers on maternity/parental leave database that will be continuously updated. The information contained in the database includes a specific preferred form of contact: e-mails, phone calls, face-to-face meetings including a record of how often and what types of information shall be provided.
- Ensuring awareness and involvement of employees of the Heyrovský Institute of Physical Chemistry (HIPC) on maternity leave (ML) and parental leave (PL) into the activities of the Institute realized by sending invitations and relevant information about events related to the activities of the HIPC.
- Establishment of the role of an active mediator dealing with necessary issues related to the HIPC during the period of ML/PL, who will be available to researchers at ML and PL. Any other employee leaving for the ML/PL will be informed about this possibility of Institute's assistance.

- An information package is going to be given to the returning employee well in advance of the announced return to work. This package shall contain actual information concerning any organizational or personnel changes that have taken place during the ML/RL as well as information on formalities to be completed before her/his return to work.
- Active assistance with solving formalities and any questions or uncertainties connected with returning to work including the period right after the return itself. Intermediation of the contact with other departments of the Institute and its staff.
- Ensuring a welcome after returning to the workplace by the Head of the department, where new team members will be introduced, as well as new or revised policies for the designated work activity that occurred during the ML/PL period.
- Active support in the field of periodic scientific evaluation, including information on rights and obligations as well as specific options.

2) Grant support

- Active integration of researchers on ML/PL into the preparatory process of grant projects before their return to work.
- Communicating already announced available project tenders and expected dates, consulting department and the Institute's management on a research strategy compatible with specific conditions upon returning from ML or PL.
- Preparation of project proposals for financing of the above-mentioned workers' wages from grant funds in the form of junior grants, ERC starting grants as well as wage support from the PPLZ Programme will be facilitated through internal grant support.
- Support for proposals for inclusion in the "Heyrovský Young Scientist" scheme.

3) Working conditions

- Discussing working conditions enabling to (efficiently) combine appropriate family care with professional and career development with the Head of the Department and the Vice-Director for Science.
- Flexible working hours combined with home office.
- Part-time work positions.
- Possibility to use the services of the Children's Groups of the Czech Academy of Sciences (from the age of 12 months). Intermediation of contact to children groups of the Czech Academy of Sciences Pluto and Ohm, located at a distance of about 200 m from the HIPC premises. The Pluto Children Group has a capacity of 10 seats and is designed for children from 2 years of age. The Ohm Children Group has a capacity of 6 seats and is designed for the children from

12 months of age. Children will be taken care of during working days from 7.30 pm to 5.00 am. The price is CZK 3,500 per month/child. The facility is also available for a half of the summer holidays.

For the future, it is necessary to consider extending the support through the implementation of the programme of financial support for one-off babysitting children under the age of 3 years (before entering kindergarten). Furthermore, elaboration of the legal and financial framework, establishment and reservation of the budget have to be taken into consideration. Determination of conditions for one-off exceptional support in cases where, e.g. the absence of an employee at an agreed work event or agreed business activity at the Institute could endanger the achievement of the specific projects' objectives.

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