

# Checklist for families

## Dual Career

- ☐ The [Dual Career Service at TU Graz](#) fosters and supports dual career couples.
- ☐ Employees of TU Graz can use the services of [Club International](#) (CINT). It provides individual support and consulting services for expats, amongst them also support for spouses and life partners (e.g. acknowledgement of professional qualifications, job search, workshops on CV writing and job interview preparation).  
Upon request, the Welcome Center is happy to establish the contact.

## Insurance

- ☐ Check whether your current [insurance policy](#) will directly cover the costs of medical treatment of your family in Austria and if necessary, take out a health insurance policy. Please note that Third Country Citizens will have to prove insurance for their entry and residence permit application.
  - Employees of TU Graz: co-insure your spouse/child(ren) with the public insurance provider [BVAEB](#) (you will need to have your insurance papers from BVAEB before starting this process; usually it takes about two to four weeks, to expedite the process please consult the Welcome Center).
  - Students: please consult the insurance provider that you will choose and ask them about co-insurance. The Styrian [ÖGK](#) is the primary insurance company, which is recommended for students. Please check whether you are eligible for taking out the public health insurance with ÖGK.

## Health and Sickness

- ☐ Make sure you identify a paediatrician close to your home; the Welcome Center can assist you with contacts to English speaking doctors.
- ☐ Please familiarize yourself with required and recommended immunizations for your child (e.g. tick-borne encephalitis).
- ☐ Never send a sick child to school/kindergarten – a note from the doctor confirming the health status may be required.
- ☐ Notify your employer on the 1<sup>st</sup> day if you need to take parental sick leave – up to 2 weeks per year in many companies (incl. TU Graz).
- ☐ There are [daycare nannies](#) (*Tagesmütter Steiermark*) that take care of sick children for an hourly fee.

## General information (childcare/school)

- ☐ Please contact [Childcare Services at TU Graz](#) if you are planning on coming to Graz with your children.
- ☐ Please note that there is a central office of the city of Graz that handles all childcare and school placements in Graz – the [ABI Service](#).
- ☐ The [Kinderdrehscheibe](#) is a platform with helpful information regarding childcare.

## Childcare

- ☐ Please note that even public childcare services are subject to a fee but are heavily subsidized.
- ☐ TU Graz has its own crèche and nursery school: Nanoversity and flexible childcare (fleki).
- ☐ Children are admitted to kindergarten from age 3 onwards; anything before is crèche or other childcare.
- ☐ Please note that Austria entertains a “day nanny” system called *Tagesmutter* as an alternative form of childcare up to age 5.
- ☐ Please note that there is a compulsory kindergarten year for children in Austria before they enter school. The half-day placement in a kindergarten is free of charge in this year (you might need to pay for lunch).

## School

- ☐ You may select up to three schools close to your home for placement for primary school (*Volksschule*); all placements are handled by the above-mentioned ABI Service; please note that there are deadlines to be observed regarding to school placements; from grade 5 onwards a specific school is to be selected, you register at the school directly, usually in February.

### Furthermore:

- ☐ The attendance of regular public school is free of charge; there is usually a fee for after-school care and meals; private schools are allowed to charge fees.
- ☐ School-aged children (from 6 years on) staying in Austria for more than 6 months have to attend school.
- ☐ In Austria there are 9 years of compulsory education from the 6<sup>th</sup> birthday of your child(ren) on (cut-off dates).
- ☐ [The school forms](#) are primary school (*Volksschule*) from grade 1-4; secondary school (*Gymnasium, Neue Mittelschule*) from grade 5 on; grades 5-12/13 various school forms (Gymnasium, technical schools etc.).

- ☐ Please contact your school with regard to a student public transport pass for your child(ren).

## Childcare Benefits

- ☐ Families with main residence in Austria are entitled to **family allowance** from the state (*Familienbeihilfe*), which is paid regardless of the income of the parents for children under the age of 18 and can be extended until at most the end of the 24<sup>th</sup> birthday of the child under certain pre-defined conditions.
- ☐ The application is to be submitted with the residential tax office (*Finanzamt*) in person or via [FinanzOnline](#).
- ☐ Family allowance can be granted at any time and retroactively up to five years, dated from the month of application; for children born in Austria this comes into force automatically.
- ☐ The parents of children, including foster and adopted children, are eligible to receive [childcare allowance](#) (*Kinderbetreuungsgeld*) regardless of the employment status.
- ☐ The centre of life and primary legal residence of the parents has to be in Austria.
- ☐ The amount of childcare allowance depends on the length of parental leave.
- ☐ Parents must share a common household with the child.
- ☐ Complete records of the medical check-ups for both mother and child and a Mother-Child-Pass (*Mutter-Kind-Pass*) must be registered by the child's 18<sup>th</sup> month of age.
- ☐ For children not born in Austria a special application has to be handed in with the insurance provider.
- ☐ Due to the **maternity protection act** employment is prohibited for pregnant women during the statutory maternity leave [*Schutzfrist*] – eight weeks before the delivery and usually eight weeks after the delivery – employment is generally prohibited.  
Depending on the employer the mother will receive a **compensation payment** during this time; please note that employment in Austria prior to the maternity protection is a pre-requisite to receive the benefit.

### Special information EU/EEA and Swiss citizens:

- ☐ The member state where the parent is employed is responsible for the payment of family benefits (including family and childcare allowance); in the country of residence, an equalization payment may be granted if the family benefits are lower than in the country of employment (there are other special provisions that apply).

## Parental Leave (Childbirth)

- ☐ Begins at the earliest at the end of the maternity protection period (8-16 weeks) and lasts until latest the 2<sup>nd</sup> birthday of the child (upon agreement with the employer).
- ☐ During this period the parent on leave's salary is substituted by childcare allowance.

- ☐ The parent on leave may additionally work part-time.
- ☐ Up to the school entrance age of the child the parent may return to the company part time if certain provisions apply (company has more than 20 employees; work contract for more than 3 years including parental leave period).

## Benefits

- ☐ [Two and More](#) (*Zwei und Mehr*) is the family portal of the federated state of Styria, an internet platform that compiles all information on the topic of families and children; with their Styrian family pass (*Steirischer Familienpass*) you may receive benefits as a family; Please note that the application is only possible once you are a recipient of family allowance

Update: 14/02/2023

Please note that this checklist is only for orientation and guidance purposes. No warranty can be given in respect of the accuracy, reliability or completeness of this information.