



IMPRINT

Publisher:

Susanne Klyk
Gender Equality Officer

Hanover Medical School
OE 0013
Carl-Neuberg-Strasse 1
30625 Hanover

Phone: 0511 532-6505
Fax: 0511 532-3441
E-Mail: gleichstellung@mh-hannover.de
Web: www.mhh.de/gleichstellung

Contact:

Andrea Klingebiel
Family LOM coordination 360 Grad

Hanover Medical School
OE 0013
Carl-Neuberg-Strasse 1
30625 Hanover

Phone: 0511 532-6521
Fax: 0511 532-3441
E-Mail: familien-lom@mh-hannover.de
Web: www.mhh.de/gleichstellung/programme-und-projekte/familien-lom



Guide for applicants: Familien-LOM 360 Grad

1 Familien-LOM 360 Grad

The Familien LOM 360 Grad is a special form of "performance-oriented allocation of funds" for the return of doctors and scientists from MHH clinics and institutes from maternity leave or parental leave. It is granted to doctors and scientists who return to work at the MHH within a year after the birth of one or more children. They receive **up to 12,000 euros**. The award is made as an application procedure. Family LOM 360 Grad is tied to the usual annuality of the budget funds.

1.1 Award criteria for the Familien-LOM 360 Grad

1.1.1 Mothers

- The doctor or scientist has returned to work at the MHH within one year of the date of birth of the child/children and the return to work is at least 50% (hardship regulation possible).
- The applicant returned at the time of application in the current year or in the previous year.
- The doctor or scientist is still employed at the MHH at the time the funds are awarded and well beyond the return date.
- The application submitted by the returnee and the head of department is approved by the Commission for Gender Equality (KfG) and the funds are pledged by the Equal Opportunities Officer.
- An application can only be submitted once for the same child and the same return to work by the mother. Family LOM 360 Grad can also only be approved once for multiple births.

1.1.2 Fathers

- The doctor or scientist has returned to his/her job at the MHH after at least six months of parental leave within one and a half years, calculated from the date of birth of the child/children, and the return to work is with at least 50% (hardship regulation possible).
- The applicant returned at the time of application in the current year or in the previous year.
- If the six months of parental leave are not taken consecutively by the father, the special family situation must be explained.
- Furthermore, during the months of parental leave taken, the applicant may not work more than 50% part-time and the partner should work at least 50% or more.
- The physician or scientist is still employed at the MHH at the time the funds are awarded and well beyond the return date.
- The application submitted by the returnee and the department head is approved by the Commission for Equal Opportunities (KfG) and the funds are committed by the Equal Opportunities Officer.
- An application can only be submitted once for the same child and the same re-entry by the father. Family LOM 360 Grad can also only be approved once for multiple births.



1.2 Procedure

1.2.1 Application

In order for a department to receive Family LOM 360 degrees, an application must be submitted which must be signed by the returnee and the head of the clinic or institute. This application must be sent by internal mail to the MHH Equal Opportunities Officer Susanne Klyk, OE 0013. Applications will be processed as they are received. The Equal Opportunities Commission decides on the eligibility of the measures applied for once a year. The application questionnaire and the publication of the meeting date for Family LOM 360 degrees of the KfG can be found on the website of the Equal Opportunities Office at www.mhh.de/gleichstellung/programme-und-projekte/familien-lom.

1.2.2 Setting up a cost center

The applicant manages the funds via a separate cost center as the cost center manager. Once the applications have been approved by the Equal Opportunities Commission and a written commitment has been made by the Equal Opportunities Officer, the funds can be used by the cost center to be set up. Please submit an application to set up a cost center. To do this, use the **"Cost Centre Plan Change" form from the Organization Manual**, print it out, sign it and send it to the Commercial Controlling Department (OU 0310). Please inform us as soon as the account has been opened, stating the cost center number. The funds are available immediately after the account has been set up. The budget is set up once a month on a pro rata basis. As the person responsible for the cost center, please check your account statements in SAP regularly. Contact persons, forms for setting up a cost center or SAP training dates for Commercial Controlling (e.g. SAP training documents; training offers, regular training, SAP user training for cost center and fund managers) can be found in SharePoint under the corresponding keyword "Commercial Controlling" or under the following link [Commercial Controlling and Reporting \(KCO\) \(mh-hannover.local\)](#). Training courses usually take place on the last Friday of each month.

1.2.3 Use of funds

The Family LOM 360 degrees must be used either for the direct promotion of the doctor or scientist or for the general promotion of equality and family friendliness of the clinic or institute and its research groups within the MHH. The clinics and institutes can and should be creative in this regard. Funding can be requested for personnel and material costs, and in some cases also for investment costs.

The following are some examples of appropriate use:

Personnel costs

- Financing of personnel support for the returning doctor or scientist

Material costs

- Setting up a home office workstation for the applicant, e.g. printer, headset, mouse, keyboard (up to 250 euros)
- Material resources (up to 250 euros)
- technical aids (up to 250 euros)
- Consumables
- Development of a family-friendly duty/shift plan
- Further training events on gender competence and family justice for managers
- Workshops, courses, further training, congress or research trips for the applicant or other female doctors and scientists in the department



- Coaching sessions for the applicant or other physicians and scientists in the department
- Setting up baby changing facilities or workstations with parent-child equipment (up to 250 euros)

Investment costs

- Setting up a home office workplace for the returning applicant, e.g. laptop (over 250 euros)
- Purchase of a mobile parent-child office, installation of baby changing facilities or workstations with parent-child equipment or breastfeeding or childcare rooms (over 250 euros)
- technical aids (over 250 euros)
- other material resources (more than 250 euros)

1.2.4 Notes on the procedure for using the funds

Personnel resources

It is advisable to calculate personnel costs in advance based on the current [standard cost table of the MHH](#). Please note that only pure standard costs and no additional costs, such as overtime or on-call services, can be financed from family LOM funds. Only the previously applied for and approved funds can be used.

Please complete the [application form for personnel measures](#).

Please tick the state funds and enter your Family LOM 360 Grad cost center. Send the completed form to the Human Resources Management department.

Material resources

Material resources are general material resources, consumables and funds for business trips.

- For **general material resources**, please send the **original invoice** and the completed and signed **payment instruction** to: Finance Division, Finance Department, OE 0300.
When completing the payment instruction form, remember to insert your family LOM cost center and enter your name and OU in the booking text: Family LOM 360 degrees.
- **Consumables** cannot be ordered via SAP or MobiDik. Please order consumables using the "**Material request**" form from **the organization manual** (see MHH intranet) .
When completing the form, please enter your OU and Family LOM cost center. Please enter your details for the delivery address, your name and the addition Family LOM 360 degrees as well as your telephone and fax number for the contact person. Always include VAT and any shipping costs in your order. Then fax the completed material request directly to the purchasing department.
- For **business trips**, please fill out a **business trip application form before starting your trip**. Tick "Landesmittel" (state funds) in the business trip application and add your cost center for Family LOM 360 degrees. In addition, enter all details of the trip and the amount of the travel expenses as usual under justification. Please note that you will need approval from HR Management for business trips abroad and business trips lasting longer than 7 days! For the rest of the process, work as usual according to the **intranet guidelines for business trips**. At the end of the trip, please settle your expenses (e.g. hotel costs, travel costs, seminar or conference costs) with **Numiga** as requested in the business trip application and only up to the approved amount of the family LOM.



Investment funds

Investments must be processed via a [digital capital goods procurement application](#) (see organizational manual on the MHH intranet).

Please submit the investment application in accordance with your family LOM commitment. Fill in the mandatory fields accordingly. When filling in the financing type, make sure to select **LOM-family for financing prio 1**.

Please attach the offer you have obtained for the investment object. Please upload the offer together with the application. Please make sure that there are no follow-up costs, e.g. for maintenance, as these cannot be covered by the family-LOM.

1.2.5 Proof of use

We ask you to provide us with evidence of the appropriate use of the Family LOM 360 Grad **in January of the following year** after payment. The following serve as proof of appropriate use:

- a copy of the SAP account statement and
- a brief written commentary on the use of the funds in a tabular comparison of the funds committed and actually used.

These documents should be sent either by e-mail or internal mail to the Equal Opportunities Officer and are used for submission to the Equal Opportunities Commission and for reporting in the Equal Opportunities Report.

Hanover, January 2025

Susanne Klyk
Gender Equality Officer of the Hanover Medical School