

Parental Leave Documentation

Please note- Any statutory leave requirements listed below are taken concurrently with Camunda's parental leave policy. Camunda offers 20 weeks of parental leave at 100% pay (this is inclusive of any government or local supplements). If your country of residence requires Camunda to supplement salary for additional leave time we will do so in accordance with local laws.

GmbH

Statutory Allotments

The government provides parental leave benefits to support new parents. The parental leave system in Germany allows for up to 12 months of paid leave for eligible parents.

During this leave period, parents can receive a portion of their regular salary through Elterngeld provided by the government. Maternity leave comes before Elterngeld for women. This maternity leave allows for 6 weeks before the birth and 8 weeks after. Once the 14-week period ends, mothers can apply for Elterngeld.

Elterngeld is calculated based on the average income of the parents within the last 12 months prior to the birth of the child. This program covers a minimum of 300 EUR and a maximum of 1.800EUR per month.

While the German government separates Maternity & Parental leave into two separate instances, Camunda's parental leave policy is designed to encompass both. Meaning, if Maternity leave is taken for 14 weeks, that will leave 6 weeks remaining for Elterngeld, through Camunda's policy.

Because the German Parental Leave system allows for up to 12 months of paid leave, additional leave time will be managed on a case-by-case basis.

It can take up to 4 weeks to start receiving subsidized payment from the government. If you need an exception, please reach out people-operations@camunda.com.

Please note while on leave Pension contributions will be paused until your return. Once you return, Camunda will fund your pension in the following payroll with both company and employee contributions backdated to your initial leave date.

Process

1. Employee: Complete Elterngeld application form
 - a. This can be obtained from your local Elterngeld office or downloaded from their website.
 - b. If you need any verifications of employment, dates of parental leave, or income, please see the Employee Process here: [Elternzeit/Elterngeld: Process](#)
2. Employee: Once Elterngeld is paid into your designated bank account, please provide Payroll & the People Ops team with documentation that shows the dates and amounts payable (the letter from the agency).
3. Payroll: Will adjust employee's next pay cycle to account for the Elterngeld to keep overall pay at 100% as per Camunda's policy.

Mutterschutz

Please email your Mutterschutz documentation to payroll@camunda.com

Inc

Short-Term Disability

- Download & complete the [Short-Term Disability Claim](#) form for SunLife.
 - This can also be accessed through logging into SunLife and navigating to the forms section and selecting Short-Term disability.
- Please submit the form through SunLife or email to people-operations@camunda.com, and we can process the claim on your behalf. Once that form has been submitted through Sunlife, you will be allotted a stipend for your leave. Because Camunda pays our employees at 100% throughout the 20-week leave allotment, we cover the remaining amount in your pay cycle.

Page DRI

[Emily Cady](#)

On this Page

- [GmbH](#)
 - [Statutory Allotments](#)
 - [Process](#)
 - [Mutterschutz](#)
- [Inc](#)
 - [Short-Term Disability](#)
 - [State Funded Family Leave](#)
 - [Leave Only](#)
 - [Submitting your Life Event in Lumity](#)
- [LTD](#)
 - [Statutory Allotments](#)
 - [Process](#)
- [PTE](#)
 - [Statutory Allotments](#)
- [PEO](#)

- Once you receive payment from Sunlife, please forward the amount to people-operations@camunda.com and Doris Coleman. We will then adjust your pay in the following cycle to account for this added income.

State Funded Family Leave

- Some US states offer state funded family leave. Additional information and links to apply can be found on the [Inc: State Funded Paid Family Leave](#) page. Once an allowance has been allotted, please forward the amount to people-operations@camunda.com and Doris Coleman. We will then adjust your pay in the following cycle to account for this added income.

Leave Only

- If you will not be claiming short-term disability, then no additional documents are required, and your pay cycles will continue as usual.

Submitting your Life Event in Lumity

- You have 30 days from the birth or adoption of your child to submit your qualifying life event in Lumity. Additional information on how to submit your life event can be found in the [US-Camunda Inc](#) Confluence page.

LTD

Statutory Allotments

Eligible employees can take up to 52 weeks' maternity leave. The first 26 weeks are known as 'Ordinary Maternity Leave', the last 26 weeks as 'Additional Maternity Leave'.

Employees must take at least 2 weeks after the birth.

Process

- Employee: Complete application form for the specific type of parental leave being requested. This application can be downloaded from the official government websites.
- Employee: Once you receive any subsidised payment, please provide Payroll & the People Ops team with the total.
- Payroll: Will adjust employee's next pay cycle to account for the added income to keep overall pay at 100% in line with Camunda's 20 weeks offering.

PTE

Statutory Allotments

Eligible working mothers are entitled to 16 weeks of paid maternity leave. Eligible working fathers are entitled to 2 weeks of paid paternity leave.

For instructions on leave application or reimbursement claims, visit the [Government-Paid Leave \(GPL\) Portal](#)

PEO

- Please work with [Remote.com](https://remote.com) to ensure all of your documents are submitted accurately.
- You are guaranteed 20 weeks parental leave at 100% pay through Camunda.