Sb

Accounting & Consulting

since 1989

Maternity guide 2022

FIRST YEAR

up to 410 days

Stage 1
If the mother decides to continue working until a later stage, 135 days begin to be counted from the 45th day before birth, regardless of whether a sick leave is issued for such a period of time.

Stage 2
There are two possible scenarios:
1. If the mother gives birth after the term, a new sick leave is issued, which accounts for the difference in the period of days.
2. If the mother gives birth before the term, the sick leave is issued from the date of birth and the number of days is equalized in the last sick leave - up to 135 days.

Stage 3
At this stage you need to fill in Appendix 1 (click here to download it). The filled in declaration is submitted together with the sick leave document.

Stage 4
Click here to download Appendix 2 for paid leave after the end of your sick leave.

In case the mother returns to work before the end of the period of 410 calendar days, fill in Appendix 2a (click here to download it), which ensures 50% of the amount of compensation to which the mother is entitled.

Stage 1
45 days before birth

Obtain the 1st sick leave certificate by supervising doctor.

Stage 3
135 days from the date of birth

Equalizing sick leave, issued by the child's pediatrician, indicating the names and PIN. The mother fills in Appendix 1, which is submitted together with the sick leave.

Stage 2
42 days from the date of birth

Obtain second sick leave from the hospital.

Stage 4
From 135 to 410 calendar day

After the end of the sick leave, the mother fills in Appendix 2 in order to use her paid leave.

SECOND YEAR

From 410 day up to 2 years

Option 1

If the mother continues using paid leave after the 410th day, it is necessary to fill **Appendix 7 (click here to download)** for child care up to 2 years.
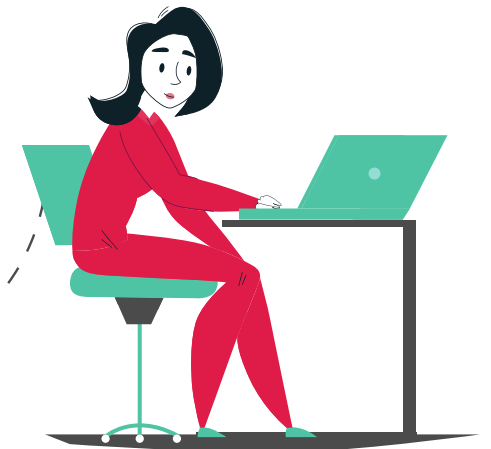
Option 2

If the mother decides not to use the paid leave for a child up to 2 years, she must fill in **Appendix 8 (click here to download)** to receive compensation, as a working mother.

Option 3

If the mother uses the paid annual leave until a certain date, after which returns to work, she should fill in **Appendix 7 (click here to download)**. Please fill in the second part to change the circumstances (from the date of return to work), and fill **Appendix 8(click here to download)** from that same date.

Option 4

Transfer of maternity to a family member. If a mother returns to work, her employer must issue a certificate to the employer of the person who will take advantage of the remaining maternity leave.

Option 1

After 410 days, you continue to use maternity leave.

Option 2

You won't use paid leave days anymore and you will be a working mother.

Option 3

You will use paid annual leave to a specific date.

Option 4

You will transfer your maternity leave benefits to another close family member.

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First year
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MOTHER'S RIGHTS

Mothers are entitled to use the accumulated paid annual leave up to 2 years from the date of their return to work.

When processing the payroll of all employees in the company, the remunerations of mothers are also processed in their absence.

If the employer has introduced a technological change in the absence of the mother, the company is obliged to provide her training after she returns to work.

Every parent is entitled to use up to 40 days of sick leave to care for a their child each year. There is also a special sick leave for taking care of a healthy child, in case quarantine has been imposed in a kindergarten or school.

When breastfeeding a child up to 8 months, 2 hours a day must be a paid leave. If the child is premature or in case of twins, the allowed hours are 3. After the 8th month of the child, one hour a day is still available.

Each parent is entitled to 6 months of unpaid leave, after the first 2 years of maternity, until the child is 8 years old. The leave can be used all at once or in parts. One of the parents can transfer 5 of their 6 months to the other parent.

When giving birth of a child, every mother is entitled to a one-time grant from the government:

1. **BGN 250** for a first child;
2. **BGN 600** for a second child;
3. **BGN 300** for a third child;
4. When the children are twins - **BGN 1200**.

Mothers of children under the age of 3 cannot be dismissed from work, unless the employer obtains permission from the Labor Inspectorate, on one of the following grounds:

1. Closure of parts of the enterprise or reduction of staff;
2. Reduced work volume;
3. Absence of qualities required for effective performance at work, in case there is a change of the requirements for the position;
4. Disciplinary dismissal.

Sb MATERNITY MANAGEMENT

## ACTIVITIES, WHICH Sb SHALL PERFORM ON BEHALF OF THE CLIENT

An appointed expert will handle the correspondence with each mother directly and track the whole course of the maternity leave.

We will arrange the signing process and file all required applications to the proper institutions.

Sb can store hard copies of all filed documents, or to send them to the client's office, where they should be achieved once the employee returns to work.
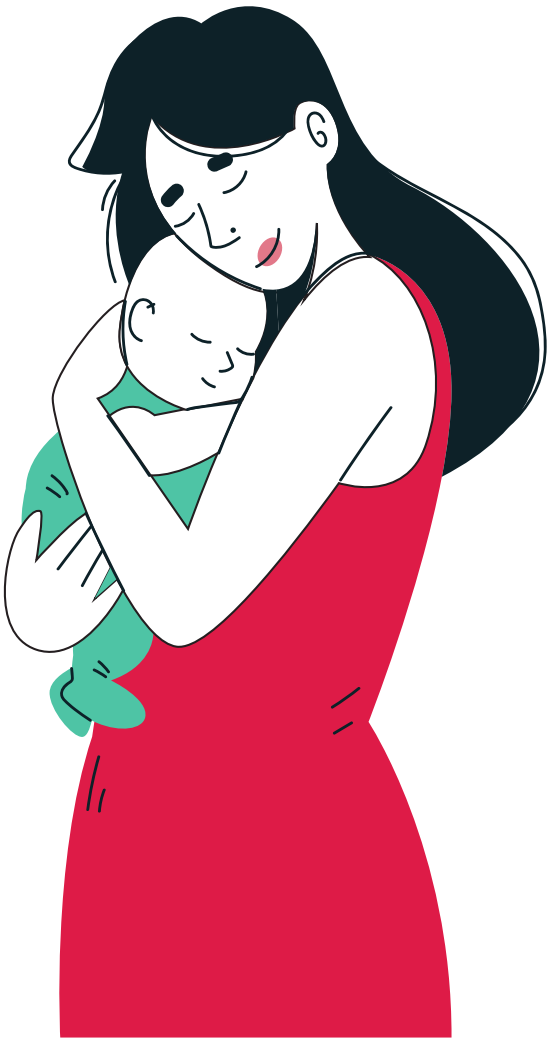
BENEFITS

Local expertise and professional assistance during this delicate period.

Ensured compliance in case of an external audit from NSSI.

Any risks of potential penalties from the authorities due to incorrectly prepared documentation will be avoided.

We will administer the available backdated documentation of all employees in active maternity leave.

Your employees will have a direct contact with an expert from Sb, to whom they can address all their questions.

Sb

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since 1989

World Expertise
Personal Care

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