

ABOUT PREGNANCY AND MATERNITY

Ed. 2025

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Scope

This document includes information that can help you know what you need to do and what you can expect from UDC and health services in Galicia, related to pregnancy and maternity.

The content is based on the questions that are received at UDC, please if your question is unanswered in this document do not hesitate to contact.

It includes 3 sections:

- I found out that I am pregnant
- I recently had a baby
- Leaves and permits

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I found out that I am pregnant

Once the pregnancy is confirmed you have to **communicate it to the person directly responsible for your job position at the UDC**, or the UDC human resources services. This communication is of singular importance if the work you develop, or the substances you work with, may involve any risk to you or the foetus (this extreme is to be assessed by the UDC health and safety services).

The midwife: if you registered with SERGAS when you moved to Galicia, simply log in to the app and book an appointment with the midwife (*matrona*) at your health center. If you don't have credentials for the app, go directly to the health center and request an appointment with her.

If you haven't registered with SERGAS yet, the first step is to visit the nearest SERGAS health center to your home. Bring your NIE and proof of residence (*padrón*) and request to be registered in the system. The information desk staff will ask whether you prefer to be assigned to a general practitioner in the morning or afternoon. They will provide you with credentials for the app/website and apply for a health card, which you will receive at your postal address within a few days.

During your first visit with your midwife, she will ask for detailed information about your medical history, as well as your family's. If you have a partner, it is advisable for them to accompany you, as the midwife will also ask about their health habits and background.

The midwife will explain essential information for the first trimester of pregnancy and schedule a calendar of visits with her and other healthcare professionals, including a dentist, radiologist, and anesthetist. She will also estimate your expected due date.

You will have three ultrasounds to monitor your baby's development:

1. At 12 weeks of pregnancy – During this ultrasound, medical staff will confirm the viability of the fetus and may also determine the baby's biological sex.
2. At 20 weeks of pregnancy – The radiologist will conduct a thorough morphological study of the baby to rule out disabilities and anatomical issues. If there were any doubts about the sex in the previous ultrasound, this is the time to confirm it.
3. Around 40 weeks of pregnancy – This final ultrasound is performed close to the expected delivery date. Its purpose is to assess whether conditions are suitable for childbirth and to evaluate options such as a caesarean section or vaginal birth.

Before childbirth, you have the right to decide how you prefer to give birth, as long as there is no risk to you or your baby. SERGAS provides a document called "Plan de Parto", available on its website and at your midwife's office. In this document, you can outline your preferences for the delivery process and post-birth care. Ask your midwife for more details.

When you start experiencing frequent contractions and labor begins, go directly to your designated hospital through the emergency entrance. Present your NIE and SERGAS card, and the medical staff will assist you.

Euraxess Contact Point at UDC | HRS4R Management

<https://www.udc.es/es/euraxess/> | <https://www.udc.es/es/hrs4r/>

Sonia Carne (she / her) | +34 881 015 783 | euraxess.vit@udc.gal

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Keep in mind that you will likely be admitted to the hospital and stay for 2–3 days after delivery, so bring your personal belongings as well as the necessary items for your newborn baby.

The name of the baby: once the baby is born, during registration, hospital staff will ask for your baby's first and last name to complete the official birth record, so you have to decide it before this moment.

In summary:

- Arrange an appointment with the midwife
- Follow the medical appointments calendar. Try to not skip any appointments
- Communicate the pregnancy at UDC
- Identify your hospital of reference
- Choose the baby name

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I recently had a baby

If you have recently become a mother, there are some administrative procedures that you or your partner (if applicable) must complete.

The first step is to register your newborn. Most public hospitals handle the registration at the civil registry office, but in some cases, you or the baby's father will need to go to the office in person to complete the registration.

It is advisable to communicate the birth to the person directly responsible for you at UDC, or to human resources services.

Once you receive the **literal birth certificate** (*Certificación literal de nacimiento*), you can go to the **city council** (*concello*) to register your baby as a resident. You will need to provide the administrative staff with the birth certificate, your NIE, and your **residence certificate** (*padrón*).

Additionally, you must apply for a NIE number for your baby at the police station. You can find information about the procedure and the locations of police stations here: https://www.policia.es/_es/dependencias_localizador_accesible.php

The last mandatory step is to register your baby at your health center and schedule an appointment with the Pediatrician for the first check-up. During this visit, the Pediatrician and the child's nurse will take the newborn's measurements, create their medical record, provide you with tips for the first few weeks, and set a vaccination and follow-up check-up schedule.

As for you, you should schedule an appointment with your midwife for your first postnatal check-up and to address any questions about postpartum care, breastfeeding, or anything else you may need.

In summary:

- Register your newborn on civil registry office
- Apply for a NIE number for your baby
- Register your baby at the health center
- Schedule an appointment with the pediatrician for the first checkout
- Schedule and follow the vaccination calendar
- Schedule an appointment with the midwife and have your post-natal check-up, make sure your needs are covered!

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Leaves and permits

To this day (2025) Spanish regulations state the following leaves and permits. Please consider this information as an orientation!:

Permits:

- For pregnancy revisions, for the time necessary to do these revisions
- Medical leave in case of risk pregnancy

Maternity leave: **19 weeks**, that can be distributed in:

- o 6 weeks are mandatory immediately after delivery
- o 11 weeks can be flexibly distributed during the first year
- o 2 weeks can be flexibly distributed during the first 8 years

Breastfeeding leave: **1 daily hour** during the first 9 months, accumulative.

Paternity leave: **19 weeks**, that can be distributed in:

- o 6 weeks are mandatory immediately after delivery
- o 11 weeks can be flexibly distributed during the first year
- o 2 weeks can be flexibly distributed during the first 8 years

Other rights: in Spain the parents hold the right to reduce their working day between a 12,50% and a 50% of the total working time for children caring up to 12 years of age. The reduction involves salary reduction in the same proportion.

The leaves and permits may change in case of multiple birth (twins, triplets), monoparental families, or other circumstances.

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Useful links and contacts

Email Euraxess UDC: euraxess.vit@udc.es

Website Euraxess UDC: <https://www.udc.es/es/euraxess/>

Website HRS4R UDC: <https://www.udc.es/es/hrs4r/>

Email Retributions and Social Security Unit at the UDC: nominas@udc.es

Webiste Galian Health Service (SERGAS): <https://www.sergas.es/>

Health and Safety Department at the UDC: prl@udc.es