Parental leave form 1 – FATHER/NON-BIRTH MOTHER
Information about expected childbirth and taking paternity leave

1. Personal information

<table>
<thead>
<tr>
<th>Name</th>
<th>Civil reg. no.</th>
<th>Job title</th>
<th>Place of employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone no.</th>
<th>Work:</th>
<th>Private:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Work:</th>
<th>Private:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

2. Information about childbirth

<table>
<thead>
<tr>
<th>Expected date of birth</th>
<th>Date:__________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

You must notify the PhD administration of the actual date of birth as soon as possible (e.g. by email or phone) and no later than at the commencement of your leave.

3. Paternity leave

You are entitled to 2 weeks of paternity leave from the date of birth or reception of the child in the home. Subject to agreement with your immediate supervisor, you can take your leave in non-consecutive periods and at another point within the first 14 weeks.

3.1 Paternity leave will be taken in a consecutive period

<table>
<thead>
<tr>
<th>I will take weeks of paternity leave within the first 14 weeks after childbirth</th>
<th>In the period from to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2 Paternity leave will be taken in non-consecutive periods

<table>
<thead>
<tr>
<th>I will take weeks of paternity leave within the first 14 weeks after childbirth</th>
<th>In the period from to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

4. Parental leave

You are entitled to bring your parental leave or part of it forward, so that it can be taken within the first 14 weeks after childbirth.

<table>
<thead>
<tr>
<th>I will take weeks of parental leave within the first 14 weeks after childbirth</th>
<th>In the period from to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1 Partial resumption of work during parental leave (subject to agreement with immediate superior)

<p>| I wish to resume work partially with an extension of the leave for weeks | | | | | | |
|------------------------------------------------------------------------|---|---|---|---|---|
| I wish to resume work partially without an extension of the leave for weeks | | | | | | |</p>
<table>
<thead>
<tr>
<th>Hours per week prior to partial resumption of work</th>
<th>Hours per week during partial resumption of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Min.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Min.</td>
<td>Hours</td>
<td>Min.</td>
<td>Hours</td>
</tr>
<tr>
<td>New working hours per week</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Childcare days

It is possible to take your childcare days (weekdays) immediately after the leave.

| I will take ___ childcare days after my leave | In the period from ________ to ________ |

The right to salary during leave is conditional on the university receiving full daily benefit refunds under the Act on Entitlement to Leave and Benefits in the Event of Childbirth (barselsloven). If you do not meet the requirements of section 27 you will not be entitled to daily benefit and thus not entitled to pay from the university during the leave.

You must be employed either on the day before absence or on the first day of absence and for at least 160 hours within the last four completed calendar months prior to the period of absence, and for at least three of these months you must have been employed at least 40 hours every month. The requirement can be met by other means – see section 27-28 (Danish).

If you are in doubt, please contact Udbetaling Denmark.

6. Signatures

Please tick

[ ] I hereby confirm – solemnly and sincerely – that I meet the requirements of the Act on Entitlement to Leave and Benefits in the Event of Childbirth, which means that the university is entitled to a daily benefit refund during my paid leave.

[ ] I do not meet the requirements of the Act on Entitlement to Leave and Benefits in the Event of Childbirth.

Staff member

| Date | Signature |

6.2 (must be signed if item 3.2 and 4.1 is completed)

Department head/deputy director

| Date | Name and signature |

For PhD Administrations use only

| Actual date of birth | Date: ____________ |

March 2020