



## Parental leave form 1 – FATHER/NON-BIRTH MOTHER

### Notification of estimated date of delivery and two weeks leave in connection with the birth

#### 1. Employee details

Name		
Date of birth		
Place of employment		
Phone no.	Work:	Personal:
Email	Work:	Personal:

#### 2. Information about the birth

The estimated date of delivery is	Date: _____
<b>Inform the PhD administration of the actual time of birth as soon as possible (by mail or phone) and no later than the first day of your parental leave.</b>	

Both weekends and bank holidays count as part of your parental leave. Leave is calculated in weekly increments.

#### 3. Leave in connection with the birth

##### **Paternity leave (2 weeks)**

*You are entitled to two weeks of leave, starting on the date of the birth of the child.*

*If authorised by the head of your department, you may take your leave in non-consecutive periods and at another point in time than within the first ten weeks after the birth.*

*If you do not take these earmarked weeks of leave, you will lose them. It is not possible to transfer the earmarked weeks to the other parent.*

*The leave can at the earliest start on the day after the birth of the child.*

I will take the 2 weeks of paternity leave

☐ directly after birth in the period from \_\_\_\_\_ to \_\_\_\_\_

☐ in the following period(s)

from \_\_\_\_\_ to \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

##### **Parental leave**

*You are entitled to bring your parental leave or part of it forward, so that it can be taken within the first 10 weeks after childbirth.*

I will take \_\_\_\_\_ weeks of parental leave with pay in the period from \_\_\_\_\_ to \_\_\_\_\_

#### 4. Transferred of maternity leave from the mother (weeks 3-10 after the birth)

*An employed mother can transfer up to 8 weeks (weeks 3-10) to the other parent.*

*From week 3-10 after the birth, the mother can choose to transfer her maternity leave (max 8 weeks) to the other parent if she resumes work full-time.*

*Please note that, in principle, the maternity leave is unpaid. However, there may be special circumstances where you become entitled to the mother's right to maternity leave, if the mother is unable to care for the child due to serious illness or death. In this situation, you can take up to 10 weeks of maternity leave, during which you can receive pay. To be announced on parental leave form 2!*

*Please note that you must contact Udbetaling Danmark and inform them about the transferred leave.*

The mother wishes to transfer \_\_\_\_\_ weeks of maternity leave to me (max 8 weeks) because she wants to resume work full-time after just \_\_\_\_\_ weeks of maternity leave.

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

## 5 Partial resumption of work in the first ten weeks after birth - requires authorisation by the head of your department

The written authorisation of your returning to work with reduced working hours must be submitted to the PhD administration with this form.

When your weekly working hours are 37 hours, the daily working hours are 7 hours and 24 minutes.

Holiday must be taken as full days. This means that you cannot take holiday on days on which you both work and are on leave (e.g. in the event of partial resumption of work). If you, on the other hand, are on leave on some days and at work on other days during a week, you are not prevented from taking holiday on the days on which you work full-time.

I would like to resume work with reduced weekly working hours in connection with my parental leave for \_\_\_\_\_ weeks.

I would like to resume work with reduced weekly working hours *without* extending my parental leave for \_\_\_\_\_ weeks.

Hours worked per week *before* reduction in connection with leave: \_\_\_\_\_

Hours worked per week *with* reduction in connection with leave: \_\_\_\_\_

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

New working hours per week:	Monday		Tuesday		Wednesday		Thursday		Friday	
	Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.

## 6. Childcare days

You have the option of taking your childcare days (weekdays) immediately following your leave.

I will take \_\_\_\_\_ childcare days immediately following the period of leave incl. \_\_\_\_\_ childcare days for older siblings.

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

## 7. Requirements

As a general rule, the right to salary in accordance with the Danish State's Agreement on Maternity, Paternity, Adoption and Parental Leave (the parental leave agreement) is conditional on Aarhus University being able to obtain a full daily benefit refund.

In connection with Aarhus University's application for a refund of your daily benefit, you will receive a notification from Udbetaling Danmark (the Public Benefits Administration) in e-Boks. We kindly ask that you fill out the necessary notification paperwork, because the amount of the daily benefit you receive will not be refunded to the university if you fail to do so.

☐ I hereby confirm – solemnly and sincerely – that I meet the employment requirement of the *Act on Entitlement to Leave and Benefits in the Event of Childbirth*.

☐ I do not meet the employment requirement of the *Act on Entitlement to Leave and Benefits in the Event of Childbirth*.

## To be filled out by the PhD administration

Actual time of birth	Date: _____
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**Deadline:** 4 weeks before the estimated date of delivery.

**Contact in the PhD administration:** Bettina H. Acthon ([acthon@au.dk](mailto:acthon@au.dk))

**Rules and regulations:** <https://medarbejdere.au.dk/en/administration/hr/parentalleave/translate-to-english-nye-barselsregler-fra-2-august-2022>