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

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Place of employment</td>
<td></td>
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<tr>
<td>Phone no.</td>
<td>Work: Personal:</td>
</tr>
<tr>
<td>Email</td>
<td>Work: Personal:</td>
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</tbody>
</table>

2. Information about the birth

The estimated date of delivery is                      Date:_________

*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.*

3. Leave in connection with the birth or placement

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

*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.*

I will take ________ weeks of parental leave in the first 10 weeks after the birth.

In the period from ___________ to ___________

In the period from ___________ to ___________

In the period from ___________ to ___________

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

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

The mother has transferred _______ weeks to me.

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.

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.

<table>
<thead>
<tr>
<th>Hours worked per week before reduction in connection with leave: _______</th>
<th>Hours worked per week <em>with</em> reduction in connection with leave: _______</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

New working hours per week:

<table>
<thead>
<tr>
<th>New working hours per week:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Min.</td>
<td>Hours</td>
<td>Min.</td>
<td>Hours</td>
<td>Min.</td>
</tr>
</tbody>
</table>
### 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 notification paperwork 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.

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**To be filled out by the PhD administration**

| Actual time of birth | Date:__________ |

**Deadline:** 4 weeks before the estimated date of delivery.

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