



Parental leave form 1 – FATHER/NON-BIRTH MOTHER

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

1. Employee details

Name	
Date of birth	
AU ID	
Phone no. (private)	
Email (private)	

2. Information about the birth

The estimated date of delivery is _____ (DD-MM-YYYY)
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.

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

2 weeks after birth (earmarked) <i>You are entitled to two weeks of leave, starting on the date of the birth of the child.</i> <i>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.</i> <i>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> <i>The leave can at the earliest start on the day after the birth of the child.</i>
I will take the 2 weeks of leave <input type="checkbox"/> directly after birth (starting on the day after the birth) <input type="checkbox"/> in the following period within the first 10 weeks after birth. From _____ to _____
Leave brought forward <i>You are entitled to bring forward leave that is normally held from week 11 to be taken within the first 10 weeks after childbirth.</i>
I wish to bring forward _____ weeks of leave with pay to be held within the first ten weeks after the birth. From _____ to _____

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

<i>An <u>employed mother</u> can transfer up to 8 weeks (weeks 3-10) to the other parent.</i> <i>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.</i> <i>Please note that, in principle, the maternity leave is <u>unpaid</u>. 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!</i> <i>Please note that you must contact Udbetaling Danmark and inform them about the transferred leave.</i>
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. <input type="checkbox"/> directly after my own two weeks of leave after the birth <input type="checkbox"/> in the following period within the first 10 weeks after birth. From _____ to _____

5. 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*.

Deadline: 4 weeks before the estimated date of delivery.

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

Rules and regulations: <https://medarbejdere.au.dk/en/administration/hr/parentalleave>