

Information about expected childbirth and leave

Parental leave form 1 (prior to childbirth)

To be completed by PhD students not employed at Aarhus University

1. Identification information

Name	
CPR no.	
Place of employment	
Home address	
Private telephone no.	
Private email address	
Financing	

2. Information about childbirth

Expected date of delivery	
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3. Leave

The mother – pregnancy leave

Leave prior to childbirth	Depending on your collective agreement you are entitled to take leave four or six weeks before the expected date of delivery, including the actual day on which you give birth. Date of commencement of the leave): _____
Leave after childbirth	If you intend to resume work earlier than eight weeks after the birth of your child, please complete Parental leave form 2 and enclose it together with Parental leave form 1. Please note that, up until eight weeks after the birth of your child, you can change your wishes regarding parental leave, which should be reported in Parental leave form 2.

The father – parental leave

Leave immediately following childbirth	You are entitled to take two weeks of paternity leave from the day your child is born or at another time, subject to agreement, within the first 14 weeks of the birth. The weeks may also be held in non-contiguous periods. The leave is calculated from the day after childbirth at the earliest. <i>This form must be submitted to the PhD administration no later than four weeks before the expected date of birth.</i>
	Paternity leave held in a contiguous period Expected date of commencement of the leave: _____
	Paternity leave held in non-contiguous periods Periods of absence: From _____ to _____ From _____ to _____ From _____ to _____
	If you intend to extend the period of leave, please complete Parental leave form 2 and submit it before you take this extended leave. Please note that, up until eight weeks after the birth of your child, you can change your wishes regarding parental leave, which should be reported in Parental leave form 2.
	<input type="checkbox"/> Yes, I would like to take extended leave, and will submit Parental leave form 2 before taking the leave <input type="checkbox"/> No, I do not wish to take extended leave

To be completed by the department (in respect of the father's leave)

Actual date of childbirth		Actual period of leave:	
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4. Signatures

PhD student		
	Date	Signature
Head of section at the department		
	Date	Signature

Guidelines

Information on expected childbirth and leave – Parental leave form 1

The form is used by expecting parents to inform the graduate school of the expected date of delivery and their intention to exercise their right to leave prior to childbirth.

The mother: You must notify the department and the graduate school **three months** before the expected date of delivery.

The father: You must notify the department and the graduate school **four weeks** before you expect to take leave. Please inform the PhD administration of the actual date of childbirth as soon as possible after childbirth, and no later than at the commencement of the leave.

The graduate school must, **within eight weeks** of the child's birth, be informed of the actual date of childbirth and the desired leave that you wish to take by using the *Application for an extension of the PhD programme due to childbirth/adoption – Parental leave form 2*.

If you have any questions, please contact the graduate school's administration (<http://talent.au.dk/phd/arts/contacts/>).

For further information on maternity/paternity/parental leave please see this page: <http://phd.arts.au.dk/rules-and-forms/parentalleave/>