Parental leave form 1 – FATHER/NON-BIRTH MOTHER
Notification of estimated date of delivery and two weeks leave in connection with the birth

PhD students who are not employed at Aarhus University

1. Employee details

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
</tr>
<tr>
<td>Place of employment</td>
</tr>
<tr>
<td>Phone no.</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Financing</td>
</tr>
</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 your employer, 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

My employer has agreed to let me resume work with reduced weekly working hours in connection with my 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:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Min.</td>
<td>Hours Min.</td>
<td>Hours Min.</td>
<td>Hours Min.</td>
<td>Hours Min.</td>
</tr>
</tbody>
</table>
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)