



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

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

2. Information about the birth

The estimated date of delivery is _____	Date: _____
<i>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.</i>	

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 <i>before</i> reduction in connection with leave: _____	Hours worked per week <i>with</i> 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.

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)