

Parental leave form 2 - MOTHER
After the birth

This form must be submitted no later than six weeks after the birth.

Employee details

Name:		
Date of birth:		
AU ID:		
Job title:		
Place of employment:		
Tel.:	Work:	Personal:
Email:	Work:	Personal:

Links:

- [Rules, parental leave](#)
- [Examples](#)

Your right to salary during your leave is conditional on Aarhus University being able to obtain a full daily benefit refund.

Leave is calculated in weekly increments. Both weekends and bank holidays count as part of your parental leave.

1. Child's date of birth

Child's date of birth: _____ (dd-mm-yyyy)

2. Hospitalisation

If you have been admitted to hospital together with your child during the first 46 weeks after the birth, you can extend your parental leave corresponding to the length of the hospital stay, up to maximum of three months. To be eligible for an extension, you must not have resumed work while your child was in hospital. The extension is with pay. If you wish to extend your parental leave due to your child's hospitalisation, you must submit documentation from the hospital.

Hospitalisation:

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

3. Maternity leave – the first ten weeks after the birth with pay

Maternity leave begins the day after the birth.

I will take _____ weeks of the ten weeks of maternity leave.

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

4. Transfer of parental leave with benefits from the father/non-birth mother

If the father/non-birth mother is in paid employment, they can transfer a maximum of 13 weeks of leave to you. The rules regarding nine weeks of earmarked leave apply only to people in paid employment. If the father/non-birth mother is not in paid employment, they may transfer up to 22 weeks of leave with parental leave benefits to you.

Note that you must contact Udbetaling Danmark – the Public Benefits Administration yourselves to inform them of the transfer of leave.

Has the other parent transferred parental leave with parental leave benefits to you?

Yes ☐ No ☐

If yes, how many weeks: _____

5. Information about the other parent (if applicable)

If the parents do not live at the same address when their baby is placed, the parent who shares the same officially registered address as the child will receive 13 weeks with parental leave benefits on top of their own 24 weeks with parental leave benefits. As a general rule, these 13 weeks of leave must be taken before the child's first birthday.

Have you been granted extra weeks of parental leave benefits by Udbetaling Danmark – the Public Benefits Administration?

Yes ☐ No ☐

If yes, how many weeks: _____

If the father/non-birth mother is employed under the state-sector parental leave agreement, you are (as a couple) entitled to parental leave with pay for a total of 23 weeks, to be divided between you in the following way: Ten weeks for the mother, seven weeks for the father/non-birth mother, and six weeks that can be divided between you as you see fit.

Is the other parent employed in the state sector?

Yes ☐ No ☐

If yes: Who is going to take the six shared weeks with pay?

☐ Mother

☐ Father

☐ Both of us. I will take _____ weeks of the 6 shared weeks.

6. Parental leave (from week 11)

In accordance with the State agreement on parental leave, paid leave must be held before unpaid leave. The order is therefore: leave with salary, leave with benefit and leave without income. This also applies in the case of partial resumption of work.

You are entitled to 32 weeks of parental leave. Please notice that here is not salary or benefits for all 32 weeks.

You are entitled to 14 weeks of parental leave (10 weeks with salary and 4 weeks with benefits).

If you take all six shared weeks, your four weeks of benefit will be changed to four weeks with salary. You will only receive salary in the last two weeks (weeks 25 and 26) of the six shared weeks if the father/non-birth mother transfers at least two weeks of benefit to you (item 4). If these weeks of parental leave benefits are not transferred, you will receive a reduced salary equal to the difference between the parental leave allowance and your normal salary.

Please contact Udbetaling Danmark – the Public Benefits Administration if you have any questions about your weeks with parental leave benefits.

[Leave calculator](#).

Paid parental leave

State the total number of weeks you are entitled to: _____

_____ of these weeks will be taken full-time from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy).

Parental leave *without* pay

State the total number of weeks you are entitled to: _____

_____ of these weeks will be taken full-time from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy).

7. Deferred leave

If you do not want to take all of your parental leave before your child's first birthday, you have the option of deferring part of your parental leave, either by right or by agreement with your manager. You also have the option of combining both types of deferred leave.

For example: You wish to defer seven weeks of leave to take later. You can defer five weeks by right, and the remaining two weeks by agreement with your manager.

You must take the deferred leave before your child's ninth birthday. Whether you are entitled to paid leave in this situation depends on whether you have already taken your paid leave or not. Note that you are only entitled to pay during your deferred leave if you are still employed at AU when you take the deferred leave and that you fulfil the applicable employment requirements with regard to parental leave benefit reimbursement to AU.

7.1. Deferred leave in accordance with law (up to 5 weeks)

You are entitled by law to defer up to five weeks of leave. If you switch jobs, you will retain your right to take leave, but not your right to paid leave. You must take all of your your deferred leave at once.

I wish to defer _____ weeks of leave to be taken later.

_____ of these weeks will be paid leave.

7.2. Leave deferred by agreement with your manager

You are only entitled to take leave deferred by agreement while you are employed by AU. Your manager's approval of your deferred leave must be submitted to the PhD administration (Bettina H. Acthon) with this parental leave form and no later than six weeks after the birth of your child.

I wish to defer _____ weeks of leave to take later by agreement.

_____ of these weeks will be paid leave.

8. Part-time leave

You have the option of returning to work on a part-time basis during your leave. If you do so, your leave will be extended correspondingly. Your manager's approval of your returning to work on a part-time basis must be submitted to the PhD administration (Bettina H. Acthon) with this parental leave form and no later than six weeks after the birth of your child.

Holiday must be taken as full days. This means that you cannot take holiday on days where you are both working and on leave. If you, on the other hand, are taking full leave on some of the days and work full-time on other days during the week, you are not prevented from taking holiday on the days on which you work full-time.

I would like to resume work with reduced weekly working hours in connection with my parental leave for _____ weeks.

Of which _____ weeks are paid leave.

You may work no more than 7 hours and 24 minutes per day, and no more than 37 hours per week.

Hours worked per week *before* reduction in connection with leave: _____

Hours worked per week *with* reduction in connection with leave: _____

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

New working hours per week:

Monday		Tuesday		Wednesday		Thursday		Friday	
Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.

9. Extension of parental leave period

Each parent has an individual right to 32 weeks of leave after the child's tenth week. This right to leave may be extended from 32 week to either 40 or 46 weeks without pay and without parental leave benefits.

I would like to extend my parental leave from 32 weeks to: 40 weeks [] 46 weeks []

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

10. Childcare days

You are entitled to two childcare days per child per calendar year up to and including the year the child turns seven. However, childcare days for the calendar year in which the child is born can be carried over to the next calendar year. This applies regardless of when the child is born during the calendar year. You can also transfer childcare days for the child's older sibling(s) to the following year if you have taken parental or adoption leave for an entire calendar year.

I will take _____ childcare days immediately following a period of leave, including _____ days for older sibling(s), from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

11. Taking holiday

Any holiday from the holiday year that you have been prevented from taking due to a holiday obstacle must be taken by no later than 31 December in the holiday period. Schedule your holiday by agreement with your immediate supervisor. Get more information about holiday rules here: <https://medarbejdere.au.dk/en/administration/hr/holiday/transfer-and-payment-of-any-unused-days-of-holiday-and-special-holidays>

Please indicate below when you would like to take these days of holiday:

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

12. Any comments regarding your leave

13. Requirements

As a general rule, the right to salary in accordance with the Danish state-sector 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 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 Aarhus 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.