



Parental leave form 2 – FATHER/NON-BIRTH MOTHER

Parental leave in connection with the birth of a child

1. Employee details

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

2. Actual date of birth

The child was born	Date: _____
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In accordance with the parental act (barselsloven), you are entitled to 24 weeks of leave with benefit after childbirth – of which up to 15 weeks are with pay.

In accordance with the collective agreement, you are entitled to up to 15 weeks of paid leave after childbirth:

- 2 weeks in connection of the birth (earmarked)
- 7 weeks of parental leave (earmarked)
- 6 weeks of parental leave (shared).
 - The other parent is a state employee: The weeks can be taken by you, the mother or shared between you.
 - The other parent is not a state employee: The weeks may be held by you.

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 (if the 32 weeks are expanded to either 40 or 46 weeks, cf. section 3.10 below).

Be aware that the 2 weeks in connection of the birth is not included in the sections below.

3. Parental leave

3.1 The 9 earmarked weeks

Nine of your 22 weeks of parental leave are earmarked for you and must be taken before the child's first birthday.

If you do not take these earmarked weeks of leave, you will lose your right to them. It is not possible to transfer these earmarked weeks with parental leave benefits to the mother.

Seven of the nine earmarked weeks are with pay.

I will take _____ weeks of my nine earmarked weeks of parental leave.

Period of leave: _____ - _____

3.2 The 6 shared weeks with salary

If you take at least two of the six shared weeks of leave, you can take all nine earmarked weeks with pay. If both parents are state-employed and the child's mother takes all the shared weeks, then two of your earmarked weeks will be with benefits.

Is the other parent (the mother) employed in the state sector in Denmark? ☐ Yes ☐ No

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

Mother ☐

Father ☐

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

3.3 The 13 weeks of leave

Your options:

1. You can take all 13 weeks yourself.
2. You can transfer up to 13 weeks to the mother, who must take the leave before the child's ninth birthday.
3. You can defer taking the 13 weeks of leave and take them yourself before the child's ninth birthday (see sections 3.6 and 3.7).

If the mother is not employed in the state sector, four of these weeks of leave are with pay. See section 3.2 above.

- 1) In the case of full-time leave, enter the entire period of absence. In the event of partial resumption of work enter only the part of the leave, which is held full-time under this section. The remainder of the leave must be entered in section 3.8 below.

- 1) I will take _____ weeks of the 13 weeks of leave myself. Of which _____ weeks of leave will be with pay.
Of the above I will take _____ weeks of full-time leave in the period: _____ - _____
- 2) I would like to transfer _____ weeks of leave (up to 13 weeks) to the other parent (the mother).
- 3) I would like to defer _____ weeks of leave (up to 13 weeks). Please fill out section 3.6/3.7 below.

3.4 Transferred parental leave from the mother – with benefits

The rules concerning nine weeks of earmarked leave with parental leave benefits only apply to people in paid employment.

If the mother is employed: The mother can transfer up to five weeks to the father/non-birth mother.

If the mother is not employed: If the mother is not in paid employment, she may transfer up to 14 weeks of leave with parental leave benefits to you.

The leave must be taken before the child's ninth birthday.

Does the mother have paid employment? [] Yes [] No

The mother has transferred _____ weeks of leave to me.

I will take _____ weeks of leave in the period _____ - _____

I wish to defer _____ weeks. Please fill out section 3.6/3.7 below.

3.5 Information about the mother (cohabitation)

The amended Danish Maternity/Paternity Leave Act contains a new rule that, if the parents do not live at the same address when their baby is born, 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.

I was living with the mother at the time of birth: [] Yes [] No

If you tick no, state the period in which you will be taking the 13 weeks of leave: _____ - _____

3.6 Leave you are entitled to defer (up to 5 weeks)

Whether you have a right to paid deferred leave depends on whether the mother is a state-sector employee, and whether you have already taken the up to 13 weeks (7+6 weeks) with pay.

Note that you are only entitled to paid deferred leave if you are still employed at Aarhus University when you take your leave.

I would like to defer _____ weeks of leave to take at a later time before my child's ninth birthday.

_____ of these weeks will be paid leave.

3.7 Leave deferred by agreement (more than 5 weeks) - requires authorisation by the head of your department

Whether you have a right to paid deferred leave depends on whether the mother is a state-sector employee, and whether you have already taken the up to 13 weeks (7+6 weeks) with pay.

Note that you are only entitled to paid deferred leave if you are still employed at Aarhus University when you take your leave. You should also be aware that you are only entitled to take leave deferred by agreement with management while you are still employed at Aarhus University.

Your head of department's approval of your deferred leave must be submitted by mail to the PhD administration when you send in this form.

I would like to defer _____ weeks of parental leave by agreement.

_____ of these weeks will be paid leave.

3.8 Partial resumption of work - requires authorisation by the head of your department

The written authorisation of your returning to work with reduced working hours must be submitted to the PhD administration with this form.

When your weekly working hours are 37 hours, the daily working hours are no more than 7 hours and 24 minutes.

Holiday must be taken as full days. This means that you cannot take holiday on days on which you both work and are on leave (e.g. in the event of partial resumption of work). If you, on the other hand, are on leave on some days and at work on other days during a 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.

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

3.9 Parental leave – total leave

State your total leave in accordance with section 3 – 3.8 above.

The mother is employed: Max **27 weeks** in total if you take all your own leave, the mother transfers 5 non-earmarked weeks to you and you take the 6 shared weeks.

The mother is not employed: Max **36 weeks** in total if you take all your own leave, the mother transfers 14 weeks to you and you take the 6 shared weeks.

Not living with the other parent: Max **35 weeks** in total if you take all your own leave, 13 weeks as a single parent (section 3.5) and you take the 6 shared weeks.

Leave with salary: _____ weeks - of which _____ weeks are deferred (section 3.6/3.7) / _____ weeks partial resumption (section 3.8)

Leave with benefits: _____ weeks - of which _____ weeks are deferred (section 3.6/3.7) / _____ weeks partial resumption (section 3.8)

Total leave (salary + benefits): _____ weeks (see the max number of weeks above)

You are entitled to 32 weeks of parental leave after the 10th weeks after childbirth, but you are not entitled to salary/benefits in all the weeks. The remaining weeks are without any income. Please note below if you wish to take any leave without income.

If you are entitled to salary/benefits for more than 32 weeks, then the following is not relevant for you.

Leave without income: _____ weeks Period of leave: _____ - _____

Total leave (salary + benefits + no income): _____ weeks (max 32 weeks)

3.10 Expansion of parental leave period to 40/46 weeks

Each parent has an individual right to 32 weeks of leave after the child's tenth week. This period can be expanded from 32 weeks to either 40 or 46 weeks.

Please note that the expansion only applies to the right to leave of absence, not the right to benefit or salary. If you choose to extend to 40 or 46 weeks, it is at your own expense.

If you use the option to expand the leave, the entire leave must be taken as a consecutive period.

The 32 weeks must be held in the weeks 11-42 after childbirth

The 40 weeks must be held in the weeks 11-50 after childbirth

The 46 weeks must be held in the weeks 11-56 after childbirth

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

Period of leave: _____ - _____

4. Childcare days

You have the option of taking your childcare days (weekdays) immediately following your leave.

I will take _____ childcare days immediately following the period of leave plus _____ childcare days for older siblings.

Period of leave: _____ - _____

5. 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.

Holiday rules: <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:

Period: _____ - _____

6. 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: 6 weeks after the birth.

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

Rules and regulations: <https://medarbejdere.au.dk/en/administration/hr/parentalleave/translate-to-english-nye-barselsregler-fra-2-august-2022>