Parental leave form 2 – FATHER/NON-BIRTH MOTHER
Parental leave in connection with the birth of a child

1. Employee details

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Place of employment</th>
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<tbody>
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<tr>
<td>Phone no.</td>
<td>Work:</td>
<td>Personal:</td>
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<tr>
<td>Email</td>
<td>Work:</td>
<td>Personal:</td>
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2. Actual date of birth

<table>
<thead>
<tr>
<th>The child was born</th>
<th>Date:</th>
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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.

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.

The six shared weeks of leave:

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

I will take ______ weeks of the 6 shared weeks.

I will take ______ weeks of my nine earmarked weeks of parental leave. Of which ___ weeks will be with pay.

Period of leave: ______________ - ______________

3.2 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 3.5 and 3.6).

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

I will take _____ weeks of the 13 weeks of leave myself. Of which _______ weeks of leave will be with pay.

Period of leave: ______________ - ______________

I would like to transfer _______ weeks of leave (up to 13 weeks) to the other parent (the mother).
3.3 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.

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

Not employed: If the mother is not in paid employment, she may transfer up to 22 weeks of leave (24 minus 2 weeks) 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 3.5/3.6 below.

3.4 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: ______________  -  _____________

3.5 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.

3.6 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.

3.7 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.

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: ______________ - ______________

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<thead>
<tr>
<th>New working hours per week:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Hours Min.</td>
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3.8 Expansion of parental leave period

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.

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.


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 notification paperwork 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 weeks after the birth.

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