



## Parental leave form 2 –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 on	Date: _____
-----------------------	-------------

#### 3. The child's hospitalisation

**Only to be filled in if you have been hospitalized with the child after childbirth and have not resumed your work during the child's hospitalisation.**

*Outpatient treatment or hospitalization of the child in the home cannot be equated with hospitalisation.*

*Please enter the period of hospitalisation below. The admission is not included in the maternity leave (10 weeks), but simply prolongs the period in which you are entitled to pay during your leave.*

☐ I have been hospitalized with the child within the first ten weeks after childbirth. Period: \_\_\_\_\_ - \_\_\_\_\_

☐ I have enclosed documentation for the hospitalisation.

*In accordance with the parental act (barselsloven), you are entitled to 24 weeks of leave with benefit after childbirth.*

*In accordance with the collective agreement, you are entitled to up to 26 weeks of paid leave after childbirth:*

- 10 weeks of maternity leave (of which 2 weeks are earmarked)
- 10 weeks of parental leave (of which 9 weeks are earmarked)
- 6 weeks of parental leave (shared).
- The other parent is a state employee: The weeks can be taken by you, the father/non-birth mother or shared between you.
- The other parent is not a state employee: The weeks may be held by you.

*The above results in a difference of two weeks, which can be handled by the father/non-birth mother transferring two weeks of parental leave to you (weeks 25 and 26 after childbirth), see section. 5.1 below.*

*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 5.8 below).*

#### 4. Maternity leave with salary (the first 10 weeks after childbirth)

*You must be absent during the first two weeks after childbirth (earmarked), but from week 3 up to and including week 10 after childbirth, you can choose to continue your maternity leave or to transfer up to eight weeks to the father/non-birth mother. The leave is calculated from the day after childbirth.*

I will take \_\_\_\_\_ weeks of the ten weeks of maternity leave.

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

## 5. Parental leave (from week 11)

You are entitled to 14 weeks of parental leave – 10 of these weeks are with salary.

### **The nine earmarked weeks (week 11-19)**

Nine of your 14 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 other parent.

### **The five weeks of leave (week 20-24)**

Your options:

- 1) You can take all five weeks yourself.
- 2) You can transfer up to five weeks to the father/non-birth mother, who must take the leave before the child's ninth birthday.
- 3) You can defer taking the five weeks of leave and take them yourself before the child's ninth birthday (see sections 5.4).

The first of the five other weeks is with salary, as you are entitled to salary for 10 weeks. The last four weeks are with benefits, unless you take at least four weeks of the six shared weeks, then all five weeks under this item will be with salary.

### **The six shared weeks with salary (week 21-26)**

The collective agreement gives the parents six shared weeks with salary, which can either be taken by the mother, father/non-birth mother or shared between the parents, cf. the section between section 3 and 4 above.

If the other parent is not employed in the state sector, you are entitled to all six weeks with salary. Four of the six shared weeks replace the four weeks with benefit. Taking the four weeks will not give you a longer leave of absence, but it gives you the right to salary instead of benefits during the four weeks. The last two weeks will not be with full salary, unless the father/non-birth mother transfers at least two weeks to you, cf. section 5.1 below.

### **The 10 weeks with salary**

I will take \_\_\_\_\_ weeks of my 10 weeks with salary – 9 of these are earmarked

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

### **The 6 shared weeks with salary**

Is the other parent 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.

### **The 4 weeks with benefits**

☐ I will take the 4 weeks with salary because I will take at least 4 of the 6 shared weeks. Period of leave: \_\_\_\_\_ - \_\_\_\_\_

☐ I will take the 4 weeks with benefits because I am not taking any of the 6 shared weeks. Period of leave: \_\_\_\_\_ - \_\_\_\_\_

*Please note: If you transfer or defer all five weeks, you can only take the nine earmarked weeks in the section "The 10 weeks with salary" above.*

☐ I would like to transfer \_\_\_\_\_ weeks of leave (up to 5 weeks) to the other parent.

☐ I would like to defer \_\_\_\_\_ weeks of leave (up to 5 weeks). Please fill out section 5.4 below.

## 5.1 Transferred parental leave in week 25 and 26 – with benefits (week 25-26)

When you take the six shared weeks, your total leave after birth will be 26 weeks, but only 24 of these weeks are with parental leave benefits. This means that Aarhus University is unable to get the salary payments for the 25th and 26th weeks refunded.

In such cases, the father/non-birth mother can transfer up to 2 weeks of parental leave benefits (weeks 25 and 26) to you, so that you will be paid your full salary during this period. 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.

The father/non-birth mother has transferred parental leave benefits in week 25 to me:    Yes ☐    No ☐

The father/non-birth mother has transferred parental leave benefits in week 26 to me:    Yes ☐    No ☐

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

## 5.2 Transferred parental leave from the father/non-birth mother – with benefits

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

The other parent is employed: The father/non-birth mother can transfer up to 13 weeks to the mother.

The other parent is not employed: If the father/non-birth mother is not in paid employment, he/she may transfer up to 22 weeks of leave (24 minus 2 weeks) with parental leave benefits to you.

**The two weeks (transferred under section 5.1 above) should not be included in this section!**

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

Does the other parent have paid employment?    ☐ Yes    ☐ No

The other parent 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 5.4/5.5 below.

## 5.3 Information about the other parent (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 other parent 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: \_\_\_\_\_ - \_\_\_\_\_

## 5.4 Leave you are entitled to defer (up to 5 weeks)

Whether you have a right to paid deferred leave depends on whether the other parent is a state-sector employee, and whether you have already taken your leave 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.

## 5.5 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 other parent is a state-sector employee, and whether you have already taken your leave 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.

## 5.6 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 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.

## 5.7 Parental leave – total leave

State your total leave in accordance with section 5 – 5.6 above.

The other parent is employed: Max **27 weeks** in total if you take all your own leave, the father/non-birth mother transfers 13 non-earmarked weeks to you and you take the six shared weeks.

The other parent is not employed: Max **36 weeks** in total if you take all your own leave, the father/non-birth mother transfers 22 weeks to you and you take the six shared weeks.

Not living with the other parent: Max **27 weeks** in total if you take all your own leave, 13 weeks as a single parent (section 5.3) and you take the six shared weeks.

Leave with salary: \_\_\_\_ weeks - of which \_\_\_\_ weeks are deferred (section 5.4/5.5) / \_\_\_\_ weeks partial resumption (section 5.6)

Leave with benefits: \_\_\_\_ weeks - of which \_\_\_\_ weeks are deferred (section 5.4/5.5) / \_\_\_\_ weeks partial resumption (section 5.6)

**Total leave (salary + benefits): \_\_\_\_\_ weeks (max 27 weeks/36 weeks)**

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, because the other parent is not a paid employee, 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)**

## 5.8 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: \_\_\_\_\_ - \_\_\_\_\_

## 6. 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: \_\_\_\_\_ - \_\_\_\_\_

## 7. 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: \_\_\_\_\_ - \_\_\_\_\_

## 8. 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 weeks after the birth.

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

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