



Parental leave form 3 – MOTHER AND FATHER/NON-BIRTH MOTHER Notification of deferred leave

1. Employee details

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

2. Child's year of birth

When was the child born: _____

3. Taking deferred leave

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

I am going to take _____ weeks of leave to which I am legally entitled with pay. Period of leave: _____ - _____

I am going to take _____ weeks of leave to which I am legally entitled without pay. Period of leave: _____ - _____

3.2. Leave deferred by agreement (more than 5 weeks)

I am going to take _____ weeks of leave by agreement with pay. Period of leave: _____ - _____

I am going to take _____ weeks of leave by agreement without pay. Period of leave: _____ - _____

3.3. Partial resumption of work during the agreement-based deferred leave period - 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 will be with pay.

I would like to resume work with reduced weekly working hours *without* extending my parental leave for _____ weeks.

Of which _____ weeks will be with pay.

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.

4. Documentation for deferred leave

Documentation for the deferred leave must be submitted to the PhD administration with this form.

Please enclose documentation for your deferred leave, in one of the following forms:

- ☐ Letter of confirmation from Aarhus University (paid or unpaid leave)
- ☐ Agreement with any other employers (unpaid leave)

5. 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: 16 weeks before start of leave.

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>