Aarhus University
Arts

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

1. Employee details

Name	
Date of birth	
AU ID	
Phone no. (private)	
Email (private)	

2. Child's date of birth

When was the child born: _____ (dd-mm-yyyy)

3. Taking deferred leave
Whether you are entitled to paid leave during the deferred leave depends on whether you have already taken your paid leave or not.

Please note that you are only entitled to deferred leave with pay if you are still employed by Aarhus University when you take your leave.

3.1 Deferred leave (up to 5 weeks)
You must take all of your deferred leave in a continuous period before the child's ninth birthday.
You will retain your right to leave but not your right to paid leave if you have gotten a new job since the child was born.

I am taking _____ weeks of deferred leave with pay, as I have the same employer as at the time of birth.

Period of leave: _____ - _____

I am taking _____ weeks of deferred leave without pay.

Period of leave: _____ - _____

3.2. Leave deferred by agreement (more than 5 weeks)
You are only entitled to take your deferred leave if you still have the same employer as at the time of birth.
If you have changed employers, the head of your department must approve the leave. The approval must be sent via email to the PhD administration along with this form.
The deferred leave must be taken in one or more periods before the child's ninth birthday.

I am taking _____ weeks of deferred leave with pay, as I have the same employer as at the time of birth.

Period of leave: _____ - _____

I am taking _____ weeks of deferred leave without pay.

Period of leave: _____ - _____

3.3. Partial resumption of work during the <u>agreement-based deferred leave</u> period (item 3.2)
   - requires authorisation by the head of your department

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

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 use _____ weeks of leave to resume work with reduced weekly working hours.

Of which _____ weeks are paid leave.

You may work <u>no more than 7 hours and 24 minutes per day</u>, 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 _____ to _____ (dd-mm-yyyy)

<u>New working hours per week:</u>

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 for the child in question, in one of the following forms:

[ ] Letter of confirmation from Aarhus University (paid or unpaid leave)

[ ] Agreement with any other employers (unpaid leave)

[ ] Screenshot from borger.dk or barsel.dk of the deferred leave (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.

If you have any questions please contact Udbetaling Danmark.

[ ] 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: *8 weeks before start of leave (item 3.1).*
   16 weeks before start of leave (item 3.2).

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

Rules and regulations: *https://medarbejdere.au.dk/en/administration/hr/parentalleave*