

**Parental leave form 1 – FATHER/NON-BIRTH MOTHER**

Information about expected due date and parental time off plans in connection with the birth

*This form must be submitted no later than four weeks before the estimated date of delivery.*

**Employee details**

Name:		
Date of birth:		
AU ID:		
Job title:		
Place of employment:		
Tel.:	Work:	Personal:
Email:	Work:	Personal:

**1. Information about the birth**

Estimated date of delivery: _____ (dd-mm-yyyy)
<b>Please inform your unit of the actual date of delivery as quickly as possible (for example by email or telephone), and no later than when your time off begins.</b>

**2. Leave in connection with the birth**

You are entitled to two weeks of leave, starting on the date of the birth of the child or from the date of placement. By agreement with your manager, you may take your leave in non-consecutive periods and at another point in time within the first ten weeks after the birth.

<p>I wish to take two weeks of time off within the first ten weeks after the birth:</p> <p><input type="checkbox"/> Full-time starting immediately after the birth</p> <p><input type="checkbox"/> At another time within the first ten weeks after the birth, by agreement with my manager</p> <p><input type="checkbox"/> I wish to bring forward time off from the first ten weeks after the birth and take it within the first ten weeks after the birth in _____ weeks from _____ (dd-mm-yyyy) to _____.(dd-mm-yyyy)</p>
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**3. Transfer of time off within the first ten weeks after the birth from the mother in weeks 3-10 after the birth**

The child's mother may transfer up to eight weeks of her time off within the first ten weeks after the birth to you within the first ten weeks.

<p><input type="checkbox"/> Yes, the child's mother has transferred time off within the first ten weeks after the birth to me _____ weeks have been transferred to me by her.</p>
<p>I wish to take this time off within the first ten weeks after the birth in the following way:</p> <p><input type="checkbox"/> In immediate continuation of my own time off within the first ten weeks after the birth</p> <p><input type="checkbox"/> At another time within the first ten weeks after the birth, by agreement with my manager</p>

**IMPORTANT!** As a general rule, the right to salary in accordance with the Danish state-sector parental leave agreement is conditional on Aarhus University being able to obtain reimbursement for the full amount of your parental leave benefits. 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 by Digital Post. It's quite important that you fill out the necessary notification paperwork, because otherwise Aarhus University will not be reimbursed for the amount of the parental leave benefits.

***To be filled out by HR Administrative Ctr.:***

Actual date of birth: _____ (dd-mm-yyyy)
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