

**Parental leave form 2 - MOTHER  
After the birth**

*This form must be submitted no later than six weeks after the birth.*

**Employee details**

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

Read more about your right to parental leave here:

<https://medarbejdere.au.dk/en/administration/hr/parentalleave>

Your right to salary during your leave is conditional on AU being able to obtain a full daily benefit refund.

Both weekends and bank holidays count as part of your parental leave. Parental leave is calculated in weekly increments.

**1. Multiple-birth parent**

As a multiple-birth parent, you are entitled to an extra 13 weeks of paid leave.

Are you a multiple-birth parent?  Yes <input type="checkbox"/> No <input type="checkbox"/>
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**2. Children's date of birth**

Child 1's date of birth: _____ (dd-mm-yyyy)
Child 2's date of birth: _____ (dd-mm-yyyy)

**3. Hospitalisation**

If you have been in hospital together with your child during the first 46 weeks after the birth, you can extend your time off within the first ten weeks after the birth corresponding to the length of the hospital stay, up to a maximum of three months. To be eligible for an extension, you must not have resumed work while your child was in hospital. The extension of leave is with pay. If you wish to extend your time off within the first ten weeks after the birth due to your child's hospital stay, you must submit documentation from the hospital.

Hospitalisation:  From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)
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**4. Time off within the first ten weeks after the birth – the first ten weeks after the birth with pay**

Your time off within the first ten weeks after the birth begins the day after the birth.

I am taking \_\_\_\_\_ weeks of the ten weeks of time off within the first ten weeks after the birth.

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### **5. Transfer of time off after the tenth week after the birth with parental time off benefits from the father/non-birth mother**

If the father/non-birth mother is in paid employment, they can transfer a maximum of 13 weeks of leave to you. The rules regarding nine weeks of earmarked leave apply only to people in paid employment. If the father/non-birth mother is not in paid employment, they may transfer up to 22 weeks of leave with parental leave benefits to you. Note that you must contact Udbetaling Danmark – the Public Benefits Administration yourselves to inform them of the transfer of leave.

Has the other parent transferred time off after the tenth week after the birth with parental time off benefits to you?

Yes  No

If yes, how many weeks? : \_\_\_\_\_

### **6. Other information**

#### **6.1 If the father/non-birth mother is employed under the Danish State's Agreement on Maternity, Paternity, Adoption and Parental Leave**

If the other parent is employed in the state sector, we need information on whether the other parent is taking paid time off after the tenth week after the birth. If the other parent is employed in the state sector, you as a couple are entitled to a total of 26 weeks of paid time off after the tenth week after the birth, to be divided between you as follows: Ten weeks are earmarked for the mother, ten weeks are earmarked for the father/non-birth mother, and six weeks can be divided between you as you see fit.

Is the other parent employed in the state sector?

Yes  No

If yes, how many weeks of paid time off after the tenth week after the birth is the father/non-birth mother taking?

#### **6.2. Parents who are not living at the same address at the time of the birth**

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.

Have you been granted extra weeks of parental leave benefits by Udbetaling Danmark – the Public Benefits Administration?

Yes  No

If yes, how many weeks? : \_\_\_\_\_

#### **6.3. Solo parent**

If a child has only one legal parent at the time of birth, the parent may apply for 22 weeks of leave with parental leave benefits. As a solo parent, you are entitled to an extra ten weeks of paid leave.

Are you a solo parent?

Yes  No

### 7. time off after the 10th week after the birth:

You are entitled to 32 weeks of time off and 14 weeks of parental time off benefits after the tenth week after the birth. You are entitled to full salary for up to sixteen weeks after the tenth week after the birth, depending on how you as parents divide the parental leave benefits between yourselves. For you to receive pay in weeks 15 and 16, the father/non-birth mother must transfer two weeks of parental leave benefits to you. 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. Please contact Udbetaling Danmark – the Public Benefits Administration if you have any questions about your weeks with parental leave benefits.

time off after the 10th week after the birth **with** pay:

State the total number of weeks you are entitled to: \_\_\_\_\_

\_\_\_\_\_ of these weeks will be taken full-time from \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy).

time off after the 10th week after the birth **without** pay:

State the total number of weeks you are entitled to: \_\_\_\_\_

\_\_\_\_\_ of these weeks will be taken full-time from \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy).

### 8. Deferred time off

If you do not wish to take all of your leave before the child's first birthday, you are entitled to defer up to five weeks of your time off to be taken later on. By agreement with your manager, you also have the option to defer more than five weeks of time off to be taken later on, by agreement with your manager. You also have the option of combining both types of deferred leave.

For example: You wish to defer seven weeks of leave to take later. Two of these weeks can be deferred by agreement.

The deferred time off must be taken before your child's ninth birthday. Whether you are entitled to paid time off in this situation depends on whether you have already taken your paid time off or not. Please note that you are only entitled to take your deferred time off with pay if you are still employed by AU at the time when you take your time off. Leave with pay is on condition that you meet the applicable employment requirements in relation to reimbursement of parental leave benefits to AU when you take your deferred leave.

#### 8.1. Deferred time off (up to five weeks)

You are entitled to defer up to five weeks of time off. If you switch jobs, you will retain your right to take time off, but not your right to paid time off. You must take all of your deferred time off at once.

I would like to defer \_\_\_\_\_ weeks of time off to take later on.

\_\_\_\_\_ of these weeks will be paid leave.

**8.2. Deferred time off by agreement (more than five weeks)**

Your right to take your deferred time off is conditional on your employment at AU. Your manager's approval of your deferred leave must be submitted by mail to HR or (if you are a PhD student) to the PhD administration office no later than six weeks after the birth of your child.

I wish to defer \_\_\_\_\_ weeks of time off to take later by agreement.

\_\_\_\_\_ of these weeks will be paid leave.

**9. Part-time leave**

You have the option of returning to work on a part-time basis during your leave. If you do so, your leave will be extended correspondingly. Your manager's approval of your returning to work on a part-time basis must be submitted by mail to HR or (if you are a PhD student) to the PhD administration office no later than six weeks after the birth of your child. Consult [the website](#) for more information on how taking holiday during part-time leave works.

How many weeks of leave combined with work on a part-time basis do you wish to take? \_\_\_\_\_ weeks.

Including: \_\_\_\_\_ weeks of paid leave.

You may work no more than 7 hours and 24 minutes per day, 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 \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

New working hours per week:

Monday		Tuesday		Wednesday		Thursday		Friday	
Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.	Hours	Min.

**10 Extension of time off after the tenth week after the birth**

Each parent has an individual right to 32 weeks of time off after the child's tenth week. This right to time off may be extended from 32 week to either 40 or 46 weeks without pay and without parental time off benefits.

I wish to extend my time off after the tenth week after the birth from 32 weeks to: 40 weeks  46 weeks

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

**11. Childcare days**

You are entitled to two childcare days per child per calendar year up to and including the year the child turns seven. However, childcare days for the calendar year in which the child is born can be carried over to the next calendar year. This applies regardless of when the child is born during the calendar year. In the same way, childcare days for older sibling(s) may be transferred to the subsequent calendar year if you have taken time off within the first ten weeks after the birth/placement within a calendar year.

I will take \_\_\_\_\_ childcare days immediately following a period of leave, including \_\_\_\_\_ days for older sibling(s), from \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### 12. 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. Schedule your holiday by agreement with your manager. Get more information about holiday rules here:

<https://medarbejdere.au.dk/administration/hr/ferie/overfoersel-og-udbetaling-af-ferie-og-saerlige-feriedage>

Please indicate below when you would like to take these days of holiday:

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### 13. Any comments regarding your leave

**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.