

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

Employee details

The child's year of birth:

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

1. Scheduling of deferred time off

1.1 Deferred time off (up to five weeks)

I will take _____ weeks of deferred time off <i>with</i> pay
From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)
I will take _____ weeks of deferred time off <i>without</i> pay
From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

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

I will take _____ weeks of deferred time off <i>with</i> pay
From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)
I will take _____ weeks of deferred time off <i>without</i> pay
From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

2. Partial resumption of work during deferred time off by agreement (section 1.2)

You have the option of returning to work on a part-time basis while on leave. If you do so, your leave will be extended correspondingly. Your manager's approval of your returning to work with reduced working hours 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.

1) I would like to resume work with reduced weekly working hours <i>with</i> an extension of my parental time off for _____ weeks. Including _____ weeks of paid leave.
2) I would like to resume work with reduced weekly working hours <i>without</i> an extension of my parental time off for _____ 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 <i>before</i> reduction in connection with leave: _____
Hours worked per week <i>with</i> 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.

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.

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

- Letter of confirmation from the university
- Agreement with any other employers

In addition, please attach documentation (screen shot) from borger.dk regarding remaining parental leave for the relevant child.