

**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/administration/hr/barsel/nye-barselsregler-fra-2-august-2022>

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 post-birth leave until 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 post-birth leave until 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)

4. Post-birth leave until ten weeks after the birth – the first ten weeks after the birth with pay

Post-birth leave until ten weeks after the birth begins the day after the birth.

I am taking _____ weeks of the ten weeks of post-birth leave until ten weeks after the birth.

From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

5. Transfer of leave after the tenth week after the birth with parental leave 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 leave after the tenth week after the birth with parental leave 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 leave 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 leave 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 leave 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. Leave after the 14th week after the birth:

You are entitled to 32 weeks of leave and 14 weeks of parental leave 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.

Leave after the 14th 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).

Leave after the 14th 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 leave

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 leave to be taken later on. By agreement with your manager, you also have the option to defer more than five weeks of leave 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 leave must be taken before your child's ninth birthday. Whether you are entitled to paid leave in this situation depends on whether you have already taken your paid leave or not. Please note that you are only entitled to take your deferred leave with pay if you are still employed by AU at the time when you take your leave. 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 leave (up to five weeks)

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

I would like to defer _____ weeks of leave to take later on.

_____ of these weeks will be paid leave.

8.2. Deferred leave by agreement (more than five weeks)

Your right to take your deferred leave 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 leave 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 leave after the tenth week after the birth

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

I wish to extend my leave 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 post-birth leave until 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 a full daily benefit refund. 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. 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 Aarhus University if you fail to do so.