

Parental leave form 1 - MOTHER

Information about estimated date of delivery and time off before the birth

This form must be filled out and submitted no later than three months 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)
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2. Time off before the birth

You are entitled to six weeks of paid time off before the estimated date of delivery

**Estimated date of delivery is included in your time off before the birth*

My time off before the birth will begin on: _____ (dd-mm-yyyy)
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3. Staying abroad during your leave

If, in addition to ordinary holiday, you plan to stay abroad on the first day of your parental leave or for an extended period during your leave, you must indicate this in the comments field (see section 4). In these situations, Aarhus University may lose its right to reimbursement of parental leave benefits, which may result in a loss of your entitlement to salary during the leave period. An extended stay is defined as a stay of three months or more. It is not required to indicate plans for ordinary holiday stays of less than three months.

4. 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.