

Parental leave form 1 - ADOPTIVE PARENT

Information about the expected date of placement

Employee details

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

1. Information about the expected date of placement

Adoption from Denmark..... ☐	Date of expected placement: _____ (dd-mm-yyyy)
Adoption from abroad..... ☐	Date of expected placement: _____ (dd-mm-yyyy) Date of your expected departure from Denmark: _____ (dd-mm-yyyy)

2. 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 3). 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.

3. Any comments regarding your leave

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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 in e-Boks. 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.