

Parental leave form 1 – FATHER/NON-BIRTH MOTHER

Information about expected due date and parental time off plans in connection with the birth

This form must be submitted no later than four weeks before the estimated date of delivery.

Employee details

Name:	
Date of birth:	
AU ID:	
Tel.:	
Email:	

1. Information about the birth

Estimated date of delivery: _____ (dd-mm-yyyy)
Please inform your unit of the actual date of delivery as quickly as possible (for example by email or telephone), and no later than when your time off begins.

2. Leave in connection with the birth

You are entitled to two weeks of leave, starting on the date of the birth of the child or from the date of placement. By agreement with your manager, you may take your leave in non-consecutive periods and at another point in time within the first ten weeks after the birth.

I wish to take two weeks of time off within the first ten weeks after the birth: ☐ Full-time starting immediately after the birth ☐ At another time within the first ten weeks after the birth, by agreement with my manager ☐ I wish to bring forward time off from the first ten weeks after the birth and take it within the first ten weeks after the birth in _____ weeks from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)

3. Transfer of time off within the first ten weeks after the birth from the mother in weeks 3-10 after the birth

The child's mother may transfer up to eight weeks of her leave within the first ten weeks after the birth to you. If the child's mother has transferred her right to leave and parental leave benefits to you, you may take up to eight weeks of such leave within the first ten weeks after the birth with salary.

In special circumstances where you assume the mother's right to leave within the first ten weeks after the birth because the mother is unable to care for the child due to serious illness or death, you are also entitled to salary during the leave period within the first ten weeks after the birth.

Please note that you are responsible for contacting Udbetaling Danmark and informing them of the transferred leave.

☐ Yes, the child's mother has transferred time off within the first ten weeks after the birth to me
_____ weeks have been transferred to me by her.

I wish to take this time off within the first ten weeks after the birth in the following way:

- ☐ In immediate continuation of my own time off within the first ten weeks after the birth
- ☐ At another time within the first ten weeks after the birth, by agreement with my manager

4. Staying abroad during your leave

If 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. 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.

5. 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.

To be filled out by HR Administrative Ctr.:

Actual date of birth: _____ (dd-mm-yyyy)