

**Parental leave form 2 – FATHER/NON-BIRTH MOTHER**  
**After the birth**

*The form must be submitted by email to HR or the PhD administration team (if you are a PhD student) no later than six weeks after the birth.*

**Employee details**

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

Read more about your right to parental leave here:

<https://medarbejdere.au.dk/en/administration/hr/parentalleave>

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 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"/> |

**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 of your child**

If your child is admitted to hospital within the first 46 weeks after the birth, you may be entitled to an extension of your paid leave corresponding to the length of the hospital stay (up to a maximum of three months). Such an extension is conditional upon you being on paid leave when the child is admitted to hospital and not resuming work during the hospitalisation period. Home treatment following an early discharge from hospital is considered equivalent to hospitalisation.

If you wish to extend your leave due to your child's hospitalisation, you must submit documentation from the hospital.

|                                               |
|-----------------------------------------------|
| Hospitalisation:                              |
| From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy) |

**4. Time off within the first ten weeks after the birth**

Indicate below when you wish to take/took time off within the first ten weeks after the birth. As father/non-birth mother, you are entitled to two weeks of time off within the first ten weeks after the

birth in connection with the birth of your child. You may take your leave immediately after the child is born or, by agreement with your manager, at a different time during the first ten weeks after the birth.

I took/will take two weeks of time off within the first ten weeks after the birth:

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

☐ I would like to bring forward time off from the first ten weeks after the birth and take it within the first ten weeks after the birth for \_\_\_\_\_ weeks from \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy).

### **5. 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 will take time off within the first ten weeks after the birth in the period:

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### **6. Transfer of time off after the 10<sup>th</sup> week after the birth with parental leave benefits**

If the child's mother is in paid employment, she may transfer a maximum of 13 weeks of leave to you. The rules about nine weeks of earmarked leave apply only to people in paid employment. If the mother is self-employed, she can transfer up to 22 weeks, and if she is a student, she can transfer a total of 14 weeks with parental leave benefits to you. Please note that you must transfer the leave yourself on borger.dk. Contact Udbetaling Danmark – the Public Benefits Administration if you have questions.

#### **6.1 Transfer of time off from the child's mother to you**

Has the other parent transferred time off after the 10<sup>th</sup> week after the birth with parental time off benefits to you (maximum of five weeks)?

Yes ☐ No ☐

If yes, how many weeks? \_\_\_\_\_

## 6.2 Transfer of time off from you to the child's mother

Have you transferred time off after the 10<sup>th</sup> week after the birth with parental leave benefits to the child's mother (maximum of 13 weeks)?

Yes ☐ No ☐

If yes, how many weeks? \_\_\_\_\_

## 7. Other information

### 7.1. If the child's mother is employed under the Danish State's Agreement on Maternity, Paternity, Adoption and Parental Leave

If the child's mother is employed in the state sector, you as a couple are entitled to paid time off after the 10<sup>th</sup> week after the birth for a total of 28 weeks, to be divided between you as follows: Ten weeks are ear-marked for the mother, ten weeks are earmarked for the father/non-birth mother, and eight 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 time off after the tenth week after the birth is the mother taking?  
\_\_\_\_\_

### 7.2. 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.

If you do not live with the other parent and you have sole custody of the child, you are entitled to an additional 9 weeks of parental leave benefits as well as an additional 10 weeks of paid leave.

Have you been granted extra weeks of parental leave benefits by Udbetaling Danmark – the Public Benefits Administration?

Yes ☐ No ☐

If yes, how many weeks?: \_\_\_\_\_

Do you have sole custody of the child?

Yes ☐ No ☐

### 7.3 Solo parent

If a child has only one legal parent at the time of birth, the parent may apply for 22 additional weeks of leave with parental leave benefits. As a solo parent, you are entitled to an extra twenty weeks of paid leave.

Are you a solo parent?

Yes ☐ No ☐

### 8. Taking time off after the tenth week after the birth:

You are entitled to 32 weeks of time off after the tenth week after the birth. You are entitled to 22 weeks of parental time off benefits during your time off after the tenth week after the birth. You are entitled to full salary during your time off for up to 18 of these weeks, depending on how you as parents divide the parental time off benefits between yourselves.

Please contact Udbetaling Danmark – the Public Benefits Administration if you have any questions about your weeks with parental leave benefits.

time off after the 10th week after the birth **with** pay:

State the total number of weeks you are entitled to: \_\_\_\_\_

Of which \_\_\_\_\_ weeks will be taken full-time

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

time off after the 10th week after the birth **without** pay:

State the total number of weeks you are entitled to: \_\_\_\_\_

Of which \_\_\_\_\_ weeks will be taken full-time

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### 9. Deferred time off

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 your time off to be taken later on. By agreement with your line manager, you also have the option to defer more than five weeks of time off to be taken later on, by agreement with your manager.

The deferred time off 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 time off or not.

#### 9.1. Deferred time off (up to five weeks)

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

I would like to defer \_\_\_\_\_ weeks of time off to take later on.

\_\_\_\_\_ of these weeks will be paid leave.

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

Your right to take your deferred time off 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 time off to take later by agreement.

\_\_\_\_\_ of these weeks will be paid leave.

### 10. 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. For information on holiday during part-time leave, see the [website](#).

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. |
|        |      |         |      |           |      |          |      |        |      |

### 11. Extension of time off after the 10<sup>th</sup> week after the birth

Each parent has an individual right to 32 weeks of time off after the child's 10<sup>th</sup> week. The time off to which a parent is entitled can be extended from 32 to up to 46 weeks, without pay and without parental leave benefits.

I would like to extend my time off after the 10<sup>th</sup> week after the birth from 32 weeks up to \_\_\_\_\_ weeks (max. 46 weeks.)

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### 12. 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 time off after the tenth week after the birth/placement within the same calendar year.

I will take \_\_\_\_\_ childcare days immediately following a period of leave, including \_\_\_\_\_ childcare days for the child's older sibling(s).

From \_\_\_\_\_ (dd-mm-yyyy) to \_\_\_\_\_ (dd-mm-yyyy)

### 13. 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)

#### **14. 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.

#### **15. 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.