

Parental leave form 2 - 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 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 ☐ No ☐

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 hospitalisation period (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 pay with the first 10 weeks after the birth

Your time off within the first ten weeks after the birth begins the day after the birth.

I am taking _____ weeks of the ten weeks of time off within the first ten weeks after the birth.

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

5. Transfer of time off after the 10th week after the birth from 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. If the father/non-birth mother is not in paid employment (for example, a student or self-employed), they can transfer up to 22 weeks of leave 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.

Has the other parent transferred time off after the tenth's week after the birth with parental time off 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, you as a couple are entitled to a total of 28 weeks of paid time off after the 10th 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 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 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.

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 ☐

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. time off after the 10th week after the birth

You have a right to 32 weeks of time off and 14 weeks of parental leave benefits after the 10th week after the birth. You have a right to full pay for up to 18 of these weeks, depending on how you and your partner decide to divide parental leave benefits between yourselves. For you to receive pay in weeks 25, 26, 27 and 28, the father/non-birth mother must transfer four weeks of parental leave benefits to you. If these weeks of leave with parental leave benefits are not transferred, you will receive reduced pay equal to the difference between the parental leave allowance and your normal pay.

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 these 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 these weeks will be taken full-time from _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy).

8. 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.

8.1. 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 of 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.

8.2. 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.

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 time off after the 10th week after the birth

Each parent has an individual right to 32 weeks of time off after the child's 10th week. This right to time off may be extended from 32 week up to 46 weeks without pay and without parental time off benefits.

I wish to extend my time off after the 10th week after the birth from 32 weeks up to _____ weeks (max. 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 time off within the first 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. 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.

14. 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.