

Parental leave form 1 – FATHER/NON-BIRTH MOTHER

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

This form must be filled out and submitted no later than four weeks before the expected due date.

Employee details

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

1. Information about the birth

The expected due date is: _____ (dd-mm-yyyy).
You must inform your unit of the actual date of birth as soon as possible (by email or phone, for example) and no later than the first day of your parental leave.

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 immediate supervisor, you may take your leave in non-consecutive periods and at another point in time than within the first ten weeks after the birth.

<p>I want to take two weeks of father/non-birth mother leave:</p> <p><input type="checkbox"/> Full-time starting immediately after the birth</p> <p><input type="checkbox"/> At another time within the first ten weeks after the birth, by agreement with my immediate supervisor</p>
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3. Transfer of maternity leave from the mother in weeks 3-10 after the birth

The mother of the child may transfer up to eight weeks of her leave to you within the first 10 weeks.

<p><input type="checkbox"/> Yes, the child's mother has transferred a number of weeks of her leave to me</p> <p>_____ weeks have been transferred to me by her.</p>
<p>I wish to schedule the transferred weeks of leave in the following way:</p> <p><input type="checkbox"/> Immediately after my paternity leave/non-birth mother leave</p> <p><input type="checkbox"/> At another time within the first ten weeks after the birth, by agreement with my immediate supervisor.</p>

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.

To be filled out by HR:

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