

## Parental leave form 2 - MOTHER

### After the birth

*This form must be submitted no later than six weeks after the birth.*

#### Employee details

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

Read more about your right to parental leave here:

<https://medarbejdere.au.dk/administration/hr/barsel/nye-barselsregler-fra-2-august-2022>

Your right to salary during your leave is conditional on Aarhus University being able to obtain a full daily benefit refund.

Both weekends and bank holidays count as part of your parental leave. Leave is calculated in weekly increments.

#### 1. Child's date of birth

|                                           |
|-------------------------------------------|
| Child's date of birth: _____ (dd-mm-yyyy) |
|-------------------------------------------|

#### 2. Hospitalisation

If you have been admitted to hospital together with your child during the first 46 weeks after the birth, you can extend your parental leave corresponding to the length of the hospital stay, up to maximum of three months. To be eligible for an extension, you must not have resumed work while your child was in hospital. The extension is with pay. If you wish to extend your parental leave due to your child's hospitalisation, you must submit documentation from the hospital.

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

#### 3. Maternity leave – the first ten weeks after the birth with pay

Maternity leave begins the day after the birth.

|                                                              |
|--------------------------------------------------------------|
| I will take _____ weeks of the ten weeks of maternity leave. |
| From _____ (dd-mm-yyyy) to _____ (dd-mm-yyyy)                |

#### 4. Transfer of parental leave with parental leave benefits from the 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. The rules regarding nine weeks of earmarked leave apply only to people in paid employment. If the father/non-birth mother is not in paid employment, they may transfer up to 22 weeks of leave with parental leave benefits to you. Note that you must contact Udbetaling Danmark – the Public Benefits Administration yourselves to inform them of the transfer of leave.

Has the other parent transferred parental leave with parental leave benefits to you?

Yes ☐ No ☐

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

#### 5. 1.4 Information about the other parent (if applicable)

If the parents do not live at the same address when their baby is placed, 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.

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

Yes ☐ No ☐

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

If the father/non-birth mother is employed under the state-sector parental leave agreement, we need information about any parental leave with pay they intend to take. If the other parent is employed in the state sector, as a couple you are entitled to parental leave with pay for a total of 23 weeks, to be divided between you in the following way: Ten weeks are earmarked for the mother, seven weeks are earmarked for the father/non-birth mother, and six 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 parental leave with pay will the father/non-birth mother take?

#### 6. Parental leave (from week 11)

You are entitled to 32 weeks of parental leave. You are entitled to 14 weeks of parental leave benefits during your parental leave. You are entitled to full pay during your parental leave for up to 16 weeks, depending on how you as a couple divide the parental leave benefits between you. For you to receive pay in weeks 15 and 16, the father/non-birth mother must transfer two weeks of parental leave benefits to you. If these weeks of parental leave benefits are not transferred, you will receive a reduced salary equal to the difference between the parental leave allowance and your normal salary. Please contact Udbetaling Danmark – the Public Benefits Administration if you have any questions about your weeks with parental leave benefits.

##### **Paid** parental leave

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).

Parental leave **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).

### 7. Deferred leave

If you do not want to take all of your parental leave before your child's first birthday, you have the option of deferring part of your parental leave, either by right or by agreement with your manager. You also have the option of combining both types of deferred leave.

For example: You wish to defer seven weeks of leave to take later. You can defer five weeks by right, and the remaining two weeks by agreement with your manager.

You must take the deferred leave 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 leave or not. Note that you are only entitled to pay during your deferred leave if you are still employed at AU when you take the deferred leave and that you fulfil the applicable employment requirements with regard to parental leave benefit reimbursement to AU.

#### 7.1. Deferred leave in accordance with law (up to 5 weeks)

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

I wish to defer \_\_\_\_\_ weeks of leave to be taken later.

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

#### 7.2. Leave deferred by agreement with your manager

You are only entitled to take leave deferred by agreement while you are employed by 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 leave to take later by agreement.

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

### 8. 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. |
|        |      |         |      |           |      |          |      |        |      |

### 9. Extension of parental leave period

Each parent has an individual right to 32 weeks of leave after the child's tenth week. This right to leave may be extended from 32 week to either 40 or 46 weeks without pay and without parental leave benefits.

I would like to extend my parental leave from 32 weeks to: 40 weeks ☐ 46 weeks ☐

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

### 10. 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. You can also transfer childcare days for the child's older sibling(s) to the following year if you have taken parental or adoption leave for an entire 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)

### 11. 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 immediate supervisor. Get more information about holiday rules here: <https://medarbejdere.au.dk/en/administration/hr/holiday/transfer-and-payment-of-any-unused-days-of-holiday-and-special-holidays>

Please indicate below when you would like to take these days of holiday:

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

**12. 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 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.