

## Parental leave form 2 - ADOPTIVE PARENT

*This form must be submitted no later than six weeks after the date of placement.*

| Employee details     |       |           |
|----------------------|-------|-----------|
| Name:                |       |           |
| Date of birth:       |       |           |
| Job title:           |       |           |
| Place of employment: |       |           |
| Phone no.            | Work: | Personal: |
| Email                | Work: | Personal: |
| Date of placement:   |       |           |

### **1. Leave after the date of placement (week 1-10) – up to 10 weeks with pay**

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| <p>As adoptive parents, you have a combined right to pay for up to ten weeks after your child is placed with you. Each of you is entitled to six weeks of parental leave benefits.</p> <p>If you decide to take all ten weeks with pay, the university will not receive benefit reimbursement for four of the ten weeks of leave with pay. This situation is dealt with by the other adoptive parent transferring the required number of weeks with parental leave benefits (up to 4 weeks) to you, which means that you will receive your full salary for the entire period.</p> <p>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.</p> | <p>Is the other parent employed in the state sector?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I will take ____ weeks of the ten weeks of paid leave.</p> <p>Period of leave: _____ - _____</p> <p>The other adoptive parent has transferred ____ weeks of parental leave benefits to me.</p> |
|--|--|

## **2. Parental leave (from week 11)**

*Eighteen weeks are with parental leave benefits, and nine of these weeks are earmarked. One adoptive parent is entitled to six weeks of leave with pay, and the other adoptive parent is entitled to seven weeks of leave with pay. If the adoptive parents are of different genders, the male adoptive parent is entitled to the seven weeks of pay. In addition there are ten weeks of leave with pay the parents are free to divide between them as they choose.*

### **2.1. The nine earmarked weeks**

|   |  |
|---|--|
| <p>Nine of your 18 weeks of parental leave with parental leave benefits are earmarked and must be taken before the child's first birthday.</p> <p>If you do not take these earmarked weeks of leave, you will lose your right to parental leave benefits and thus also your right to paid leave. It is not possible to transfer these earmarked weeks with parental leave benefits to the other parent.</p> <p>If you take six weeks of leave that can be divided between you and a co-parent employed in the state sector, you can take all nine earmarked weeks with pay.</p> | <p>I am taking ____ weeks of my nine earmarked weeks of parental leave.</p> <p>Including ____ weeks of leave with pay.</p> <p>Period of leave: _____ - _____</p> |
|---|--|

### **2.2 The 9 weeks of leave**

|  |   |
|--|---|
| <p>1) You can take up to nine weeks yourself.</p> <p>2) You can transfer up to 5 weeks to the other parent, who must take the leave before the child's ninth birthday.</p> <p>3) You can defer up to 9 weeks of leave and take them yourself before the child's ninth birthday (see sections 2.5 and 2.6).</p> | <p>1) I will take ____ weeks of the 9 weeks of leave myself.</p> <p>Including ____ weeks of leave with pay.</p> <p>Period of leave: _____ - _____</p> <p>2) I would like to transfer ____ weeks of leave (up to 9 weeks) to the other parent.</p> |
|--|---|

### **2.3 Transfer of parental leave benefits from the other parent**

|   |
|---|
| <p>The other parent has transferred _____ weeks of leave (up to 9 weeks) to me.</p> <p>Period of leave: _____ - _____</p> |
|---|

#### 2.4. Information about the other parent (if applicable)

|  |  |
|--|--|
| <p>The amended Danish Maternity-/Paternity Leave Act contains a new rule that, if the parents do not live at the same address when their adoptive child is placed with them, the parent who shares the same officially registered address as the child will receive 13 weeks of leave with parental leave benefits on top of their own weeks of leave with parental leave benefits.</p> <p>As a general rule, these 13 weeks of leave must be taken before the child's first birthday.</p> | <p>I will be/was living with the other parent at the time of the birth:<br/>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you tick no, please state when you will take the additional 13 weeks of leave:<br/>_____ - _____</p>  |
| <p>The rules concerning nine weeks of earmarked leave with parental leave benefits only apply to people in paid employment.</p> <p>If the other parent is not in paid employment, they may transfer up to 22 weeks of leave (24 minus 2 weeks) with parental leave benefits to you.</p>  | <p>Does the other parent have paid employment?<br/>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>If no: Has the other parent transferred extra weeks of leave to you? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If yes: State number of weeks of leave transferred: _____</li> </ul> <p>Period of leave:<br/>_____ - _____</p> |

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

|   |   |
|---|---|
| <p>Whether you have a right to paid leave depends on whether the other parent is a state-sector employee and whether you have already taken your weeks of paid leave.</p> <p>Note that you are only entitled to paid deferred leave if you are still employed at AU when you take your leave.</p> | <p>I would like to defer _____ weeks of leave to take at a later time before my child's ninth birthday.</p> <p>_____ of these weeks will be paid leave.</p> |
|---|---|

#### 2.6 Leave deferred by agreement (more than 5 weeks)

|   |  |
|---|--|
| <p>Whether you have a right to paid leave depends on whether the other parent is a state-sector employee and whether you have already taken your weeks of paid leave.</p> | <p>I would like to defer _____ weeks of my weeks of parental leave by agreement.</p> |
|---|--|

Note that you are only entitled to paid deferred leave if you are still employed at AU when you take your leave. You should also be aware that you are only entitled to take leave deferred by agreement as long as you are still employed at AU.

If you are a PhD student, your manager's approval of your deferred leave must be submitted by mail to HR or the PhD administration office no later than six weeks after the birth of your child.

\_\_\_\_\_ of these weeks of leave will be with pay.

## 2.7 Extension of parental leave period: reduced working hours

I would like to resume work with reduced weekly working hours in connection with my parental leave for \_\_\_\_\_ weeks.

Including \_\_\_\_\_ weeks of paid leave.

Hours worked per week *before* reduction in connection with leave: \_\_\_\_\_

Hours worked per week *with* reduction in connection with leave: \_\_\_\_\_

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

New working hours per week:

| Monday |      | Tuesday |      | Wednesday |      | Thursday |      | Friday |      |
|--------|------|---------|------|-----------|------|----------|------|--------|------|
| Hours  | Min. | Hours   | Min. | Hours     | Min. | Hours    | Min. | Hours  | Min. |
|        |      |         |      |           |      |          |      |        |      |

If you are a PhD student, your manager's approval of your returning to work with reduced working hours must be submitted by mail to HR or the PhD administration office no later than six weeks after the birth of your child.

## 2.8. Extension of parental leave period

Each parent has an individual right to 32 weeks of leave after the child's tenth week. This period can be expanded from 32 weeks to either 40 or 46 weeks.

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

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

## 2.9 Childcare days

I will take \_\_\_\_ childcare days immediately following a period of leave, including \_\_\_\_ childcare days for an older sibling.

Period of leave: \_\_\_\_\_ - \_\_\_\_\_

## 3.0. 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.

Holiday rules:

<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:

Period:

\_\_\_\_\_ - \_\_\_\_\_

## 4.0 Any remark on your leave

**IMPORTANT!** As a general rule, the right to salary in accordance with the Danish State's Agreement on Maternity, Paternity, Adoption and Parental Leave (the 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 – the Public Benefits Administration 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 the university if you fail to do so.