

Parental leave form 2 – FATHER/NON-BIRTH MOTHER

Parental leave in connection with the birth of a child

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

Employee details		
Name:		
Date of birth:		
Job title:		
Place of employment:		
Phone no.	Work:	Personal:
Email	Work:	Personal:
The child was born on:		

As a rule, you are entitled to 24 weeks of leave with parental leave benefits after the birth of a child. Including up to 15 weeks of leave with pay. 9 of the 15 weeks with pay are earmarked for you as a father/non-birth mother. The remaining six of these weeks of paid leave can be divided between you and the mother, on condition that she is state-employed.

1. Parental leave

1.1. The nine earmarked weeks

<p>Nine of your 22 weeks of parental leave with parental leave benefits are earmarked for you 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 mother.</p> <p>If you take six weeks of leave that can be divided between you and a state-employed co-parent (the mother), you can take all nine earmarked weeks with pay.</p>	<p>Is the other parent (the mother) state-employed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I am taking ____ weeks of my nine earmarked weeks of parental leave. Including ____ weeks with pay.</p> <p>Period of leave: _____ - _____</p>
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1.2 The 13 weeks of leave

<p>1) You can take all 13 weeks yourself.</p> <p>2) You can transfer up to 13 weeks to the mother, who must take the leave before the child's ninth birthday.</p> <p>3) You can defer taking the 13 weeks of leave and take them yourself before the child's ninth birthday (see sections 1.5 and 1.6).</p> <p><i>If the mother is not state-employed, four of these weeks of leave are with pay.</i></p>	<p>1) I will take ____ weeks of the 13 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 13 weeks) to the other parent (the mother).</p>
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1.3 Transfer of parental leave benefits from mother

<p>The mother has transferred ____ weeks of leave (up to five weeks) to me.</p> <p>Period of leave: _____ - _____</p>

1.4 Information about the mother (cohabitation)

<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 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.</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 mother at the time of the birth: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you tick no, state the period: _____ - _____</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 mother is not in paid employment, she may transfer up to 22 weeks of leave (24 minus 2 weeks) with parental leave benefits to you.</p>	<p>1) Is the mother in paid employment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>2) If no: Has the mother transferred extra weeks of leave to you? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	<ul style="list-style-type: none"> If yes to 2): State the number of weeks of leave transferred: _____ Period of leave: _____ - _____
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1.5 Leave you are entitled to defer (up to 5 weeks)

<p>Whether you have a right to paid deferred leave depends on whether the mother is state-employed, and whether you have already taken the up to 13 weeks (7+6 weeks) with pay.</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>
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1.6. Leave deferred by agreement (more than 5 weeks)

<p>Whether you have a right to paid deferred leave depends on whether the mother is state-employed, and whether you have already taken the up to 13 weeks (7+6 weeks) with pay.</p> <p><i>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.</i></p> <p><i>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 with management while you are still employed at AU.</i></p>	<p>I would like to defer _____ weeks of parental leave by agreement.</p> <p>_____ of these weeks will be paid leave.</p>
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1.7 Extension of parental leave period

<p>I would like to resume work with reduced weekly working hours in connection with my parental leave for _____ weeks. Including _____ weeks of paid leave.</p> <p>Hours worked per week before reduction in connection with leave: _____</p> <p>Hours worked per week with reduction in connection with leave: _____</p>

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.

1.8 Expansion of parental leave

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: _____ - _____

2.0 Childcare days

I will take ____ childcare days at the end of a period of leave, including ____ childcare days for an older sibling.

Period of leave: _____ - _____

2.1 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: _____ - _____

3.0 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.