



## Declaration for use in connection with the payout of unemployment benefits for first and second day of unemployment (so-called G days)

### Employment of more than three months' duration

(To be submitted to your local HR department. In case of PhD appointment, submit the form to Payroll /AU HR, Løn)

Name	
Civil reg. no.	
I am a member of the following unemployment insurance fund:	

#### 1. Termination of employment

Employment with Aarhus University ended on: \_\_\_\_\_

The form should be sent to HR at the latest 14 days after your last day at AU. Otherwise you will miss the right to G-days.

#### 2. Employment requirement

I hereby confirm that during the four-week period immediately preceding the termination of my employment with Aarhus University, I have been employed on the equivalent of full-time terms as defined in the collective agreement (usually 2x37 hours) for at least two weeks, and that my employment with Aarhus University was **not** subject to a salary supplement as defined in the Danish Act on Active Employment Measures (*lov om en aktiv beskæftigelsesindsats*).

#### 3. Full-time or part-time employment on last working day/during last working week

My working hours **were** 7.4 hours on my last working day **and/or** 37 hours during the last calendar week of my employment with Aarhus University.

My working hours were **not** 7.4 hours on my last working day **and/or** 37 hours during the last calendar week of my employment with Aarhus University.

My working hours on my last working day at Aarhus University were: \_\_\_\_\_ hour(s)

#### 4. Other employment

I have started other employment on the first and/or second day of unemployment following my last day of employment. Please state the number of hours of other employment:

First day of unemployment \_\_\_\_\_ hour(s) Second day of unemployment \_\_\_\_\_ hour(s)

I have **not** started other employment on the first and/or second day of unemployment following the last day of my employment.

#### 5. Holiday or sickness benefits

On the first day of unemployment, I will be receiving sickness benefits or taking holiday

On the second day of unemployment, I will be receiving sickness benefits or taking holiday

On the first and/or second day of unemployment, I will **not** be receiving sickness benefits or taking holiday

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*I solemnly declare that the above information is true and correct. Providing incorrect information may result in an obligation to repay the benefits received.*

**To be completed by the HR department**

The above person is entitled to unemployment benefit compensation on his/her first and/or second day of unemployment from Aarhus University: Yes      No

Divisional financial statement	LKO (salary code)	½ days	Type of position	Pay grade	Location	Project	Activity
	2721						

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Guidelines on G days**

If you are dismissed from a position at Aarhus University or your employment is for a limited period which ends, the university is obliged to pay unemployment benefits to you on the first, second and third day of unemployment (so-called G days).

This applies if, at the time of termination of your employment, you are a member of an unemployment insurance fund and if your employment has been for more than three months.

It is a condition that you have, during the four-week period immediately preceding the termination of your employment, been employed on the equivalent of full-time terms as defined in the collective agreement for at least two weeks (usually 2x37 hours, i.e. 74 hours). Any overtime work may be taken into account.

If you were in full-time employment on your last day of employment, the G days are the first two ordinary working days after your last day of employment. If you were not employed full-time on this day and if you were not employed on the equivalent of full-time terms during the calendar week, your last day of employment counts as the first day of unemployment.

If you are unemployed for more than four hours on the G day, you are entitled to the full amount of unemployment benefit compensation. If you are unemployed for four hours or less on the G day, you are entitled to half the amount of unemployment benefit compensation.

You are entitled to unemployment benefit compensation even if you are on maternity/paternity leave at the time of termination of your employment and even if you receive maternity/paternity benefits.

You are not entitled to unemployment benefit compensation if:

- you are employed full-time by another employer during the G days;
- in connection with the termination of your employment, you receive sickness benefits or benefits during the first 14 days of illness or take holiday during the G days;
- you resign yourself, for example because you want to retire or take early retirement (benefits must, however, be paid if you are dismissed and then choose to retire or take early retirement);
- the dismissal is primarily attributable to you;
- you reject a written offer of continued employment on pay and employment terms according to the collective agreement with the same employer before the end of your employment;
- you have been employed with a salary supplement under the Act on Active Employment Measures (*Lov om en aktiv beskæftigelsesindsats*);
- you are a public servant and will receive redundancy pay;
- the termination of your employment is due to strike or lockout at the workplace/is necessitated by strike or lockout in another company;
- the termination of your employment is due to force majeure; or
- the employer is unable to pay out benefits due to bankruptcy or restructuring proceedings under the supervision of the probate court.