

Information about expected childbirth and leave – Parental leave form 1 (prior to childbirth)

To be completed by PhD students without a PhD fellowship/not employed at Aarhus University

1. Identification information

Name	
CPR no.	
Place of employment	
Home address	
Private telephone no.	
Private email address	
Financing	

2. Information about childbirth

Expected date of delivery	
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3. Leave

The mother

Leave prior to childbirth	You are entitled to take leave six weeks before the expected date of delivery, including the actual day on which you give birth.
	Date of commencement of the leave): _____
Leave after childbirth	If you intend to resume work earlier than eight weeks after the birth of your child, please complete Parental leave form 2 and enclose it together with Parental leave form 1. Please note that, up until eight weeks after the birth of your child, you can change your wishes regarding parental leave, which should be reported in Parental leave form 2.

The father

Leave immediately following childbirth	You are entitled to take two weeks of paternity leave from the day your child is born or at another time, subject to agreement, within the first 14 weeks of the birth.
	Expected date of commencement of the leave: _____
	If you intend to extend the period of leave, please complete Parental leave form 2 and submit it before you take this extended leave. Please note that, up until eight weeks after the birth of your child, you can change your wishes regarding parental leave, which should be reported in Parental leave form 2.
	<input type="checkbox"/> Yes, I would like to take extended leave, and will submit Parental leave form 2 before taking the leave <input type="checkbox"/> No, I do not wish to take extended leave

To be completed by the department (in respect of the father's leave)

Actual date of childbirth		Actual period of leave:	
	A copy of this form must be sent to the graduate school no later than four weeks before the expected date of delivery. The original must be sent to the graduate school immediately after the birth stating the actual date of delivery and the actual period of leave. Your leave is calculated from the day following birth at the earliest.		

4. Signatures

PhD student		
	Date	Signature
Head of section at the department		
	Date	Signature

Guidelines

Information re expected childbirth and leave – Parental leave form 1

The form is used by expecting parents to inform the graduate school of the expected date of delivery and their intention to exercise their right to leave prior to childbirth.

The mother: You must notify the department and the graduate school **three months** before the expected date of delivery.

The father: You must notify the department and the graduate school **four weeks** before you expect to take leave (expected date of delivery or expected time of receiving an adopted child at home).

The graduate school must, **within eight weeks** of the child's birth, be informed of the actual date of childbirth and the desired leave that you wish to take by using the *Application for an extension of the PhD programme due to child-birth/adoption – Parental leave form 2*.

If you have any questions, please contact the graduate school's administration (<http://talent.au.dk/phd/arts/contacts/>).

The completed form must be submitted to the department, which will forward it to the graduate school.

Legal basis:

Consolidation Act No. 711 of 20 August 2002: Act on Equal Treatment of Men and Women in respect of Employment and Maternity Leave etc.

Circular no. 9585 of 15 September 2005 : Maternity/paternity leave, adoption and childcare days

Consolidation Act no. 1047 of 28 October 2004 : Consolidation Act on Benefits in the event of Illness or Childbirth

Consolidation Act no. 193 of 23 March 2004: Child-care Leave Act

Read more at the Danish Ministry of Employment website: <http://www.bm.dk/barselsorlov/>

Guidelines for staff at the University of Aarhus regarding extended and flexible parental leave etc.

(<http://medarbejdere.au.dk/administration/hr/arbejdstidfravaerbarsel/barsel/>)