



Parental leave form 2 – Maternity leave and parental leave
Application for an extension of the PhD degree programme due to childbirth/adoption
To be completed by PhD students not employed at Aarhus University

1. Identification information

Name		
Civil reg. no. (CPR)		
Private address		
Financing		
Place of employment		
Telephone no.	Work:	Private:
Email	Work:	Private:

2. Actual date of birth

The child is born on	Date: _____
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3. Maternity leave (the mothers first 14 weeks after childbirth)

You are obliged to take leave for the first two weeks after the birth of your child. As from and including week 3 and up to and including week 14 after the birth of your child, you can choose to continue taking leave or resume your work either full-time or part-time.

I will take all 14 weeks of leave (please tick) (calculated from the day <u>after</u> your child is born)		Period: _____ - _____
I will take less than 14 weeks of leave (number of weeks)		Period: _____ - _____
Subject to agreement with my employer, I will resume work partially (please tick and complete item 4.1).		Period: _____ - _____

4. Parental leave (from week 15 onwards)

Mother:	
I will take _____ weeks of leave with pay – no more than 6 weeks	Period: _____ - _____
I will take _____ of the shared weeks of leave with pay <i>If both parents are state employees – no more than 6 weeks in total</i>	Period: _____ - _____
I will take _____ weeks of leave with daily benefits	Period: _____ - _____
Father/Non-birth mother:	
I will take _____ weeks of leave with pay – no more than 7 weeks	Period: _____ - _____
I will take _____ of the shared weeks of leave with pay <i>If both parents are state employees – no more than 6 weeks in total</i>	Period: _____ - _____
I will take _____ weeks of leave with daily benefits	Period: _____ - _____
<i>The above number of weeks may not be more than 32 in total unless the benefit period is extended (section 4.2) or the weeks deferred (section 4.3 and 4.4).</i>	

4.1 Partial resumption of work (subject to agreement with the employer)

I wish to resume work partially <u>with</u> an extension of the leave for _____ weeks.										
I wish to resume work partially <u>without</u> an extension of the leave for _____ weeks.										
Hours per week _____ prior to partial resumption of work						Hours per week _____ during partial resumption of work				
Period: _____ - _____										
New working hours per week	Monday		Tuesday		Wednesday		Thursday		Friday	
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes

4.2 Extension of daily benefit period

I will extend my parental leave from 32 weeks to: 40 weeks [<input type="checkbox"/>] 46 weeks [<input type="checkbox"/>]

4.3 Deferred leave in accordance with law

I wish to use my right to defer (between 8 and 13 weeks) _____ weeks of my parental leave.

4.4 Deferred leave in accordance with agreement

I have entered into an agreement with my employer to defer _____ of my weeks of parental leave.

5. Childcare days (does not generate an extension)

I will take _____ childcare days in extension of a period of leave.	Period: _____ - _____
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6. Signature

PhD student	
	Date Signature

6.1 Signature (must be signed if item 4.1 or 4.4 is completed)

Employer	
	Date Signature

