

Parental leave is the only one of the following forms of leave in which employees have a legal demand for an extension of the part of the leave which falls within the original period of employment/enrolment.

## Parental leave

**Deadlines:** Form 1 (mother): 3 months before expected date of birth  
Form 1 (father): 4 weeks before expected date of birth  
Form 2: 8 weeks after childbirth  
Form (deferred leave): 16 weeks before leave is to be held

Rules: <http://phd.au.dk/gradschools/arts/rulesandregulations/rulesparentalleave/>

Forms: <http://phd.au.dk/gradschools/arts/formsandtemplates/>

## Illness

**Deadlines:** Department: First day of illness  
Graduate school: After 14 days of absence (long-term illness)

The hours worked during partial absence due to illness must be sent to your department and the graduate school once a month (this means that hours worked in September must be sent in the first week of October, for instance).

You must also report to your department and the graduate school administration when you are fit for work again.

**Absence required before extensions are possible:** at least one month

The absence must correspond to one month of full-time employment, as well as being continuous (in other words unbroken).

Rules: <http://phd.au.dk/gradschools/arts/rulesandregulations/illness/>

Forms: <http://phd.au.dk/gradschools/arts/formsandtemplates/>

## Leave of absence

As stated in HR's rules, the university may grant an employee leave of absence following an application to this effect, but employees do not have any legal right to absence unless the leave corresponds to the examples mentioned on the following page:

<http://medarbejdere.au.dk/administration/hr/fravaer/tjenestefrihedorlov/>

## Caring for loved ones/family members

The following types of absence do not automatically lead to an extension of your PhD programme. The absence must last at least one month (full time and continuous) if an extension of your employment/enrolment is to be considered.

Leave with pay to care for loved ones and children under the age of 18 who are seriously ill  
*Employees who are entitled to benefits when caring for sick children under the age of 18 pursuant to section 19a of the Danish Act on Benefits in the Event of Illness or Childbirth ("Lov om dagpenge ved sygdom eller fødsel") are entitled to full or partial leave **with pay** during the same period. The university may limit the period of leave with pay to one month per child per calendar year. The university may also grant unpaid leave during the benefit period. The university is entitled to have benefit refunded when the employee has paid leave.*

Leave without pay to care for children under the age of 18 with a severe and permanent physical or mental disability at home

*If an employee at Aarhus University is compensated for his/her lost earnings by the municipality under section 42 of the Danish Act on Social Services ("Serviceloven") in order to care for a child under the age of 18 with a severe and permanent physical or mental disability or a severe chronic or long-term condition, the university may grant leave of absence **without pay**.*

*The benefit paid by the municipality is conditional upon the child's disability making it necessary for the child to be cared for at home and it being most appropriate for the mother or father to care for the child.*

#### **Hospitalisation of children under the age of 14**

*Employees at Aarhus University are entitled to leave **with pay** for up to five days per child within 12 consecutive months when they are hospitalised alongside their own children under the age of 14. The same applies if the child stays at home during hospitalisation.*

*The five days can be taken separately or together, and it is possible to agree to take the five days as ten half days, for example.*

*This entitlement applies to the child's parents, i.e. biological parents, adoptive parents or other custodial parents.*

*If both parents are covered by the agreement, i.e. both parents are state employees, a maximum of five days of paid leave can be taken for the parents combined.*

#### **Leave with pay to care for loved ones who wish to die at home**

*Employees who are granted a care allowance pursuant to section 104 of the Danish Act on Social Services ("Lov om social service") when caring for loved ones who wish to die in their own home are entitled to full or partial leave of absence during the same period. The university will pay the employee **full pay** during the leave period in return for receiving the care allowance during the same period.*

#### **Leave without pay for force majeure in the event of illness or accidents in the family**

*Employees are entitled to leave **without pay** as a result of force majeure when compelling family reasons arise in the event of illness or accidents, making the employee's immediate presence urgently necessary.*