

Form Regarding Leave for Parents of Child Born or Received on August 2, 2022 or Later

Maternity Leave Plan for Mother

Each parent has 24 weeks of leave after the birth of the child. Together, the parents have 48 weeks of leave with maternity/paternity allowance after the birth.

If the child's father/co-mother is employed, he/she can transfer a total of up to 13 weeks to you. I.e., you can take a total of up to 37 weeks of leave.

If the child's father/co-mother is self-employed or a student, he/she can transfer up to 22 weeks to you, which means that you can take a total of up to 46 weeks of leave.

As an employee, you can transfer up to 13 weeks to the father/co-mother.

11 weeks of leave are reserved for you and will lapse if you do not take them. The reserved leave must be taken before the child turns one year old.

This form is used to get an overview of when you take leave and when you must notify your employer of your plans at the latest.

Employee's name: _____

Date of expected birth: _____

The dates given below will be adjusted based on the actual date of birth.

Maternity leave from 4 weeks before the expected birth (Notice: no later than 3 months before the expected birth)

From _____ to _____.

Compulsory reserved leave in the 1st and 2nd week after the birth

I wish to take leave:

(PLACE CROSS)

Leave from the 3rd to the 10th week after the birth

- I wish to transfer ____ weeks of leave to the father/co-mother (up to 8 weeks) and return to work from _____ to _____. **(Notice: no later than 4 weeks before the expected birth)**
- I wish to take all 8 weeks of leave. **(Notice: no later than 6 weeks after the birth)**

Leave from the 11th week after the birth (Notice: no later than 6 weeks after the birth)

- I wish to transfer ____ weeks of leave to the father/co-mother (up to 5 weeks).
- I wish to take ____ weeks of leave from the father/co-mother, who is an employee (up to 13 weeks).
- I wish to take ____ weeks of leave from the father/co-mother, who is self-employed or a student (up to 22 weeks).
- I am a solo parent and wish ____ weeks of extra leave (up to 22 weeks).
- I wish to extend the leave by ____ weeks (8 or 14 weeks). Please note that the leave cannot be extended at the same time as it is postponed and that this period will be without maternity/paternity allowance.
- I wish to exercise the right to postpone ____ weeks of leave (law-based postponement of up to 5 weeks) for taking it all at once at a later stage before the child turns nine years old. (The leave must be notified with a minimum of 8 weeks before commencement.)

The following part must be completed:

I wish to take ____ weeks of leave (max. 32 weeks) from _____ to _____ and return to work from _____.

We reserve the right to ask for documentation concerning the above.

If you wish further postponement of leave, partial resumption of work or vacation in continuation of the leave, it will require a written agreement and you must contact **[your immediate manager/HR/other]**.

Date: _____

Name: _____

Employee's signature