



## **Policy on maternity/paternity leave for Danish Technological Institute**

This maternity/paternity leave policy for Danish Technological Institute has been prepared on the basis of applicable rules and legislation for this area. The policy applies to employees at Danish Technological Institute who are not covered by a collective agreement with Danish Technological Institute. For employees covered by a collective agreement, it is the collective agreement's provisions about maternity/paternity leave that apply.

### **1. Entitlement to paternity/maternity leave**

Pursuant to the Danish Maternity/Paternity Leave Act, the following general rules about entitlements to maternity/paternity leave apply:

Parents are together entitled to 48 weeks of leave with maternity/paternity benefits after the birth of a child. In addition, mothers are entitled to 4 weeks of maternity leave with benefits before giving birth.

The 48 weeks of leave are divided equally between the parents so that each parent as a general rule has 24 weeks of leave with maternity/paternity benefits after the birth of the child.

Out of these 24 weeks, 2 of them must be taken in connection with the birth. These 2 weeks of leave are earmarked.

For employees at Danish Technological Institute, an additional 9 weeks of leave will be earmarked.

This means that a total of 11 weeks of leave with maternity/paternity benefits are earmarked and cannot be transferred to the other parent. The remaining 13 weeks with maternity/paternity benefits can, however, generally speaking be transferred to the other parent if one does not wish to take the leave oneself.

The earmarked part of the leave must be taken before the child reaches the age of 1, otherwise the entitlement to it shall be lost.

The non-earmarked part of the leave can be taken up until the child reaches the age of 9. At Danish Technological Institute, both parents are entitled to postpone up to 5 weeks. Taking postponed leave with salary is, however, conditional upon the employee still being employed by Danish Technological Institute at the time of taking the leave.

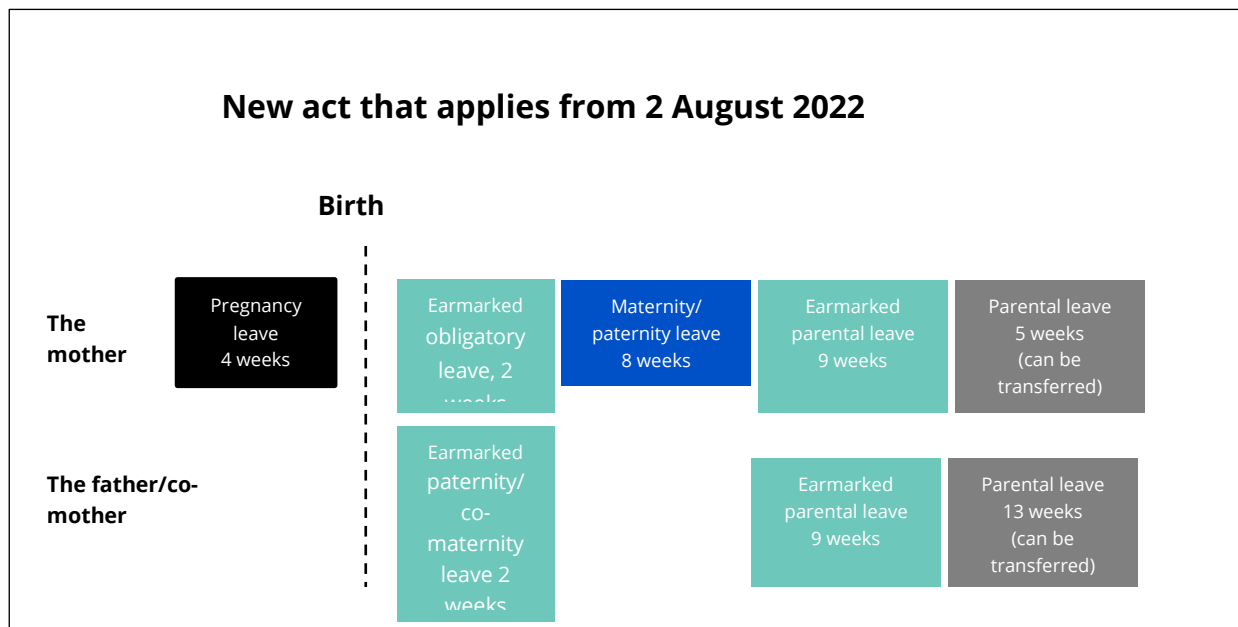
Schematically, the weeks of leave look like this:

The mother:	Pregnancy leave (leave pursuant to Section 6 of the Danish Maternity/Paternity Leave Act)	4 weeks before birth
	Maternity leave (leave pursuant to Section 7(1) of the Danish Maternity/Paternity Leave Act)	10 weeks, of which 2 are earmarked
	Parental leave (leave pursuant to Section 9 of the Danish Maternity/Paternity Leave Act)	14 weeks, of which 9 are earmarked



The father:	Paternity leave	2 weeks, both earmarked
	(leave pursuant to Section 7(3) of the Danish Maternity/Paternity Leave Act)	
	Parental leave	
	(leave pursuant to Section 9 of the Danish Maternity/Paternity Leave Act)	22 weeks, of which 9 are earmarked

Below is an illustration of how the weeks of leave are divided:



Special rules apply for single parents, LGBT+ families and families with triplets. You can read more about this on this page: [Lifeindenmark.dk](https://lifeindenmark.dk).

## 2. Salary during maternity/paternity leave

Danish Technological Institute offers leave with full salary based on the following rules:

- **Pregnancy leave:** Mothers are entitled to pregnancy leave with full salary from Danish Technological Institute from the date on which the expected due date is 4 weeks away.
- **Maternity leave:** Mothers are entitled to 10 weeks of maternity leave with full salary from Danish Technological Institute.
- **Paternity leave:** Fathers are entitled to 2 weeks of paternity leave with full salary from Danish Technological Institute.
- **Parental leave:** Both parents (i.e. both male and female employees) are entitled to 11 weeks and 2 days of parental leave with full salary from Danish Technological Institute.



The entitlement to full salary from Danish Technological Institute cannot be transferred to the other parent, social parents or close relatives.

To the extent that the desired period of leave exceeds the weeks with full salary, it will be possible to take additional maternity/paternity leave with maternity/paternity benefits, cf. Section 1.

Danish Technological Institute will notify the municipality when the salary payments stop and you will be notified of the next steps in the process via e-Boks/Mitid.

#### *Requirements for taking paid leave at Danish Technological Institute*

You can only receive a full salary from Danish Technological Institute during pregnancy, maternity, paternity or parental leave if the below conditions are met:

- The child is born after you have begun your employment at Danish Technological Institute,
- Danish Technological Institute can get a full reimbursement of maternity/paternity benefits and a reimbursement from the current maternity/paternity benefit funds for the leave periods, and
- You have notified Personnel and Development in a timely manner in writing about the precise period in which you will take your leave, cf. below concerning the maternity/paternity leave plan.

All 3 conditions must be fulfilled in order to receive a full salary from Danish Technological Institute during leave.

If Danish Technological Institute is unable to be fully reimbursed for maternity/paternity benefits and/or be reimbursed from the maternity/paternity benefit funds for some or the entirety of the period of leave, the entitlement to salary will generally speaking be reduced by the amount that Danish Technological Institute loses due to the lack of reimbursement. The requirement for being able to receive a reduced salary - and thus preventing the salary from being completely lost - is that the maternity/paternity benefits concern the employee's own individual entitlement to the maternity/paternity benefits. Thus, it does not include maternity/paternity benefits transferred from the other parent.

### **3. Maternity/paternity leave plan - notification of leave**

You must prepare a maternity/paternity leave plan that is submitted to your Director and Personnel and Development as far in advance as possible before the projected due date and by no later than the deadlines specified below.

In the maternity/paternity leave plan, it must be stated during which period both you and, if relevant, your partner want to take maternity/paternity leave. The plan must also specify for which periods you want to take leave with full salary and for which period you, if relevant, want to receive maternity/paternity benefits. The plan must also include information about when you want to take your accrued days of holiday.

For Danish Technological Institute, the taking of the leave periods will be expected to take place as follows:

<b>The mother</b>	Before giving birth, it is expected that there will be taken 4 weeks of pregnancy leave.  Immediately after the birth, 10 weeks of maternity leave is taken, directly followed by parental leave.
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<b>The father</b>	Immediately after the birth 2 weeks of paternity leave is taken. The paternity leave is taken as an extension of the mother's parental leave.
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*Giving notification before birth*

Expecting mothers must notify the Director and Personnel and Development in writing about the due date and planned absences before birth no later than 3 months before the expected due date in order to be able to take pregnancy leave.

Expecting fathers/co-mothers must notify the Director and Personnel and Development about taking paternity leave no later than 4 weeks before the projected due date.

If fathers/co-mothers want to take some or all of the mother's transferrable maternity leave (i.e., a maximum of 8 weeks) that are to be taken within the first 10 weeks after the birth, the Director and Personnel and Development must be notified of this in writing no later than 4 weeks before the projected due date.

If expecting mothers expect to return to work within the first 10 weeks of the birth, the Director and Personnel and Development must be notified 4 weeks before the projected due date at the latest.

*Giving notification after birth*

Mothers/fathers/co-mothers must notify the Director and Personnel and Development in writing about the taking of leave (both parental leave and transferred maternity/paternity leave) that is to be taken after the 10th week no later than 6 weeks after the birth.

If mothers/fathers/co-mothers wish to postpone up to 5 weeks of leave, the Director and Personnel and Development must be notified 8 weeks after the birth at the latest.

For postponed parental leave (which can be taken until the child reaches the age of 9), the Director and Personnel and Development must be notified in writing no later than 8 weeks before the leave is to be taken.

Social parents/close relatives who have received leave transferred from legal parents according to the rules of the Danish Maternity/Paternity Leave Act, must adhere to the same notification deadlines as mentioned above.

AHV/

15 December 2023