



SYDDANSKUNIVERSITET.DK

# PARENTAL LEAVE

## Internal Guidelines

for the staff categories of postdoc, assistant professor, associate professor, and professor under "Cirkulære om Stillingsstruktur for videnskabeligt personale ved universiteter"



## THE PRESENT INTERNAL GUIDELINES FOR PARENTAL LEAVE

The present internal guidelines for the University of Southern Denmark apply to both genders in the staff categories of postdoc, assistant professor, associate professor, and professor under "Cirkulære om Stillingsstruktur for videnskabeligt personale ved universiteter".

The purpose of these guidelines is to maintain contact with staff during periods of absence in connection with parental leave, in order to ensure ongoing academic updates, as well as securing academic staff the possibility of remaining professionally up-to-date during a non-teaching period after the completion of parental leave. *Parental leave* in these guidelines includes maternity, paternity leave and adoption.

### OPPORTUNITY FOR ONGOING ACADEMIC UPDATES

#### NB

These rules are to be applied in cases of long-term absence (exceeding six months) on parental leave

Academic units at SDU are encouraged to offer a form of ongoing academic update to all staff on parental leave. These updates may take the shape of invitations to academic events. Each member of staff is free to decide whether they would like to be in contact with SDU during their period of parental leave. Please note that assigning tasks to a member of staff on parental leave is not possible, unless the leave is tempo-

rarily suspended by mutual agreement and extended similarly. Another option is that the member of staff partially resumes work during their leave by mutual agreement and the leave is extended similarly. The absence function of the personnel office can advise on such cases.



### SECURING PROGRESS OF RESEARCH WHEN MEMBERS OF STAFF ARE ON PARENTAL LEAVE

The purpose is to facilitate the progress of research projects during parental leave in order for the members of staff to resume work following the end of their absence. Employees on paternal leave may apply for up to 50.000 kr. in order to secure the progress of their project in relation to scientific work.

The application must contain a plan for securing the progress of their project and must be approved by their Head of Institute. The expenses are covered by the faculty.

The resources can be used to cover the work of a student assistant, a laboratory technician or a research assistant.

Equipment, outside analyses or other operating expenses can be included if need be.

The resources must be utilized immediately before or the first six months after the completion of parental leave and can supplement other resources from research grants, institutes or other sources.

### KEEPING ACADEMICALLY UP-TO-DATE – NON-TEACHING PERIODS

Employees must have the chance to have a non-teaching period after returning from a longer period of parental leave. Such a non-teaching period is a right that falls to individual employees who have been on maternity or paternity leave. A non-teaching period should, however, be arranged in consultation with the head of the department and with respect for the department's other activities.

### TARGET GROUP FOR SECURING PROGRESS OF PROJECTS AND NON-TEACHING PERIODS

These rules are to be applied in cases of long-term absence (exceeding six months) on parental leave. When assessing the extent of the absence, the following are considered: maternal or paternal leave in connection with birth or adoption, as well as parental leave in immediate continuation of the birth or adoption leave. Holidays and special holidays are not included in the assessment.

Parental leave lasting six months qualifies for three months of teaching sabbatical, whereas parental leave of 12 months qualifies for six months of teaching sabbatical.

That is, one month of parental leave warrants two weeks of teaching sabbatical after completion of parental leave.

The teaching sabbatical must be completed within the first year of ended parental leave, unless other agreements are made between the employee and the head of department.



### FURTHER INFORMATION

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