

## Application for parental benefits Employer

This application form is for employers who pay A-income to their employees that are on parental leave.  
The requirements for receiving parental benefits and a guide to help you through each question can be found towards the end of this form.

The deadline for submission is one year after childbirth/adoption.

Please write in block letters.

### 1. Employer

Name:	V-tal:
Street and no.:	PO box:
Postcode and town:	Telephone:
Guarantor:	
E-mail of guarantor:	
Account number (account string for public institutions):	

### 2. The employee claiming parental leave

Name:	P-tal:
Street and no.:	PO box:
Postcode and town:	Telephone:
E-mail:	
Date the employee started working for you (day/month/year):	

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### 3. Duration of the parental leave

From (day/month/year)	To, inclusive (day/month/year)
<hr/>	<hr/>
<hr/>	<hr/>
<input type="checkbox"/> 48 weeks after birth <input type="checkbox"/> 52 weeks after birth (single) <input type="checkbox"/> 52 weeks after placement (adoption) (the father or the co-mother gives his/her 4 weeks)	<input type="checkbox"/> + 4 weeks: multiple births <input type="checkbox"/> + 8 weeks: premature (before week 32)

### 4. Labour relations

Monthly A-income: (excluding pension, holiday allowance or holiday benefits)	DKK <hr/>
Does the employee work for you partly during the parental leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes:</b> How much does the employee work (% of full time):	<hr/>
Period	From: <hr/> To, inclusive: <hr/>

### 5. Other information

<hr/>
<hr/>
<hr/>
<hr/>

## Application for parental benefits

### Employer

#### 6. Confirmation from applicant

I certify that the information given in this form is accurate, and I understand that I am obliged to notify Barsilsskipanin of any change in circumstance that might affect the parental benefits.

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Date

-----  
Signature and stamp  
*(In the absence of a stamp, please state the signee's first and last name, in capital letters, above the signature)*

#### 7. For the employee to complete

Are you affiliated with several employers during the parental leave? ☐ Yes ☐ No

**If yes:**

Who? \_\_\_\_\_

Are you a single parent? ☐ Yes ☐ No

Are you entitled to parental benefits from another country? ☐ Yes ☐ No

I certify that I look after the child during the parental leave. I also certify that the information given in field 2, 3 and 4 is accurate.

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Date

-----  
Signature

#### 8. Confirmation from the mother

*(Only complete this section if the employer makes the application on behalf of the father or the co-mother)*

I certify that the applicant is the father or the co-mother of the child.

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P-tal

-----  
Name

-----  
Date

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Signature

If the father or the co-mother applies for more than 4 weeks paternity allowance following the 14<sup>th</sup> week after childbirth, I certify that I am not at home with a salary in this period.

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Date

-----  
Signature

## **Main requirements for receiving parental benefits**

Employers, who pay their employees A-income while they are on parental leave, are entitled to parental benefits from Barsilsskipanin as reimbursement. Barsilsskipanin gets the necessary information on wages directly from TAKS. Foreign income must be documented by providing pay slips.

The maximum amount you can receive from Barsilsskipanin is DKK 25,000 monthly. The employer cannot receive more than the monthly salary of the employee. Compulsory pension contributions are paid on top of the allowance.

If several employers pay salaries to the same person on parental leave, and the parental allowance from Barsilsskipanin does not cover each of their expenses, the monthly reimbursement for each employer is proportionately set.

### **Please enclose the following required documents with the application**

- When applying for parental benefits up to four weeks before the due date, you must enclose documentation of the baby's due date, certified by a midwife, doctor or a GP, or a letter confirming the planned caesarean.
- When applying for parental benefits up to 8 weeks before the due date, enclose a doctor's certificate called "Váttan um sjúku hjá barnakonuni ella vanda fyri fosturskaða".
- When applying for parental benefits after childbirth, enclose "Fráboðan um barnsburð".
- When applying for parental benefits in connection with adoption, you must enclose the certificate of adoption, and if applying for parental benefits for up to four weeks prior to placement, you must enclose documentation for the dates you travelled to bring back the child.
- Public institutions must enclose the form "Supplement for public institutions" with the application.

### **Legal framework**

Parental Leave Act passed by Løgting (Faroese parliament) on 3 April 2001 with subsequent amendments.  
Order on the administration of Barsilsskipanin of 31 May 2001.

## Guide to each question

### 1. Employer

Enter the name of the employer (company), v-tal (VAT-number), address and possible guarantor.

Since Gjaldstovan pays the salaries of all public institutions, the public institutions must provide the account string rather than the account number. Public institutions are institutions that are on the budget with operational appropriation, appropriation for public works, national enterprises, public funds and the institutions that come within the authority of the Minister of Finance.

### 2. Employee who takes the parental leave

Enter the name, p-tal (civil registration number), address etc. of the employee.

### 3. Duration of the parental leave

Enter the date of the first and last day of parental leave. When the claim is for 48 or 52 weeks after childbirth/adoption, enter the date of the first day and then check the applicable box. Parents of twins, triplets or more are entitled to 4 additional weeks (+ 4 weeks: multiple births). Parents of children born before week 32 of pregnancy are entitled to 8 additional weeks (+ 8 weeks: premature (before week 32)).

If the parents wish to divide the weeks between them, they must clearly state each period on a new line. A period cannot be less than one week. A week is 7 consecutive days.

Mothers are entitled to maternity allowance 4 weeks before the due date or up to 8 weeks before the due date if she has a doctor's certificate called "Váttan um sjúku hjá barnakonu ella vanda fyri fosturskaða" which confirms that continued employment may put the health of the child or the mother at risk.

After the birth of the child, parents are entitled to stay at home with the child for up to 52 weeks altogether. They can claim parental allowance for 52 of those weeks. Of those 52 weeks, the first 14 are reserved for the mother, 4 for the father or the co-mother, and the remaining 34 weeks they may share.

The father or the co-mother must claim his 4 weeks within 52 weeks of childbirth, and may use them at the same time as the mother. The 34 weeks for sharing, can only be used by one parent at the time. They can be used after the 14th week after childbirth and must be used within 52 of childbirth.

Single parents are entitled to all 52 weeks within 52 weeks of childbirth.

Parents of multiple newborns (e.g. twins) are entitled to 4 additional weeks.

Parents of premature babies, that is babies born before week 32 of pregnancy, are entitled to 8 additional weeks.

Adoptive parents are entitled to parental benefits for 52 weeks after the placement of the child to use within 56 weeks of placement. Of the 52 weeks, 4 can be used simultaneously. Furthermore, they can receive benefits for up to 4 weeks prior to receiving the child, on the condition that they travel abroad to bring back the child in this period.

In some employment contracts, employees are entitled to salary from their employer for a part or for the entirety of the parental leave. If the employee is entitled to salary for a part of the parental leave, the "to date" is the last payday. In this case, do not check the boxes with the weeks.

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### 4. Labour relations

Enter the A-income that the employer pays to the employee monthly.

If the salary of an employee changes during his/her parental leave, the employer must enter the date of the change and the amount in field 5.

The employee may carry on with a part-time job, for example, for a part of the parental leave. If the employee usually works 40 hours a week and in the parental leave wants to work 10 hours a week, then state in the form that the employee works 25% of his/her full-time job. The allowance will then decrease accordingly.

### 5. Other information

Enter additional information or comments here. This could be, for example, if the salary of the employee changes during the parental leave. See section 4 above.

### 6. Confirmation from the applicant

This field is for the applicant to confirm that the information given in this form is accurate and that s/he understands that they are obliged to report any change in circumstance that may affect the allowance.

### 7. For the employee to complete

The employee must tell us if s/he is affiliated with several employers, is a single parent, is entitled to parental benefits from another country.

Furthermore, the employee must certify that the information given by the employer is accurate and that the employee looks after the child during the parental leave.

### 8. Confirmation from the mother

In this field, the mother must certify that the application is on behalf of the father or the co-mother of the child. She must also certify if the father or the co-mother applies for more than 4 weeks of paternity allowance after the 14<sup>th</sup> week following childbirth.

Please fill out this form carefully. If required information or documents are missing, Barsilsskipanin will notify you. In this case, the missing information must be sent to Barsilsskipanin within 14 days of receiving the notice. If you fail to respond in this time, the application will be cancelled.

If you withhold information or provide incorrect information, Barsilsskipanin will demand that you repay the received allowance. Also note, that under the provisions of § 162 of the Penal Code, a fine or a prison sentence of up to four months can be imposed. The information given in this form may be checked under the provisions of § 21 of the Parental Benefits Act.

Read more about parental benefits on Barsilsskipanin's website [www.barsil.fo/en](http://www.barsil.fo/en)

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### This application form can contain sensitive information, so please keep safety in mind

Submit the application form via secure email to [barsil@taks.fo](mailto:barsil@taks.fo) or by other secure means

TAKS, Postboks 2151, FO-110 Tórshavn, tel. 35 26 00, [taks@taks.fo](mailto:taks@taks.fo).