

Application for payments from the Maternity/Paternity Leave Fund

pursuant to Act no. 95/2000, as amended.



Each of the parents needs to complete his or her own form

It is a prerequisite that the parent has been continuously employed in the Icelandic labour market for at least the past 6 months in a position constituting a minimum of 25% full-time equivalent employment. When a parent has worked in the domestic labour market for at least the last month of the 6 month entitlement period the Maternity/Paternity Leave Fund shall take account of that parent's periods of employment in other member states of the EEA agreement. **An application for payments from the Maternity/Paternity Leave Fund must be filed at least 6 weeks prior to the expected delivery date.**

**Send the application for childbirth leave payments to:
VinnuMálastofnun - Fæðingarorlofssjóður, Strandgata 1,
530 Hvammstangi**

1. Name		National ID number	
2. Address		Postal code	Municipality
3. Home phone / Mobile phone / Work phone		E-mail address	
4. Name of the other parent		National ID number of the other parent	
5. a) Each of the parents has an individual right to childbirth leave for a total of 90 days (3 months). I intend to take _____ days of leave. b) The parents have the joint right to childbirth leave for a total of 90 days (3 months). I intend to take _____ days of leave. c) Multiple births. Number of children: _____. 90 days of joint right to childbirth leave are added for each child beyond one child born alive or for a child who is stillborn after pregnancy of 22 weeks there shall be added. I apply for an extension of the childbirth leave for a period of _____ days. I intend to use _____ days of the extended leave. d) Miscarriage after 18 weeks of pregnancy. Joint right to childbirth leave for a total of 60 days. I intend to take _____ days of leave. e) Immediately following a stillbirth after pregnancy of 22 weeks an individual right or entitlement of 90 days is created for each parent. I intend to take _____ days of leave. The total (a+b+c) childbirth leave for which I apply is _____ days. (30 days per month).			
6. Payments will begin on the date specified on the form entitled " Notification of childbirth leave ". That particular form must be used to write down the distribution schedule of the periods and arrangements for the childbirth leave, and not this present form here, The parent's childbirth leave can begin up to one month prior to the expected date of delivery. The calculation of payments is based on an average of income during a continuous twelve months period that is completed 6 months prior to the birth of the child or the date of arrival in the case of an adoption or permanent foster care. The calculation of payments to a parent who is self-employed is based on the average of income during one calendar year prior to the year of birth of the child. It is required that a pension contribution be deducted from the payments. Name of pension fund _____ / division (if applicable) <input type="checkbox"/> It is requested that contributions to a personal pension fund be deducted from the payments. Name of personal pension fund _____ / _____ % of payments. <input type="checkbox"/> It is requested that labour union dues be deducted from childbirth leave payments.			

If no labour union dues are paid during childbirth leave, all rights pertaining to union membership may expire.

Name of labour union

I request that payments be deposited into the following bank account: Bank nr. _____ Type nr. _____

Acct. nr. _____

Payments deposited directly to a bank account are accompanied by a summary statement that can be viewed through your online banking system.

7. The calculation of payments to a parent during childbirth leave is based on information from the register of withholding taxes, the register of payroll taxes, and the applicant's income tax return. Should an overpayment of childbirth leave benefits be discovered after the fact, the Maternity/Paternity Leave Fund has the right to demand a reimbursement from the parent. In the event of underpayment, the Maternity/Paternity Leave Fund will remit the amount that is lacking. **By my signature, I accept that Vinnumálastofnun may gather all necessary information from the abovementioned registers of the Directorate of Internal Revenue in applying the law as this is a prerequisite for my entitlement to receive payments from the Maternity/Paternity Leave Fund. I have also been informed that information thus gathered by Vinnumálastofnun will be used to supervise how the law is being implemented. By my signature I also acknowledge that I must inform the Maternity/Paternity Leave Fund of any events that may result in overpayment including any changes that may be made regarding the scheduled taking of the childbirth leave or any change in my income, that may affect my right as a parent to receive payments and/or may result in overpayment from the Maternity/Paternity Leave Fund, see further guidelines for supervision purposes on next page.** *

For the purpose of reducing conventional postal deliveries you are invited to receive administrative decisions and other letters from the Maternity/Paternity Leave Fund by e-mail to the e-mail address that you provide, cf. item 3 above, substituting the conventional postal delivery services.

I wish to: receive administrative decisions and other letters from the Maternity/Paternity Leave Fund by **e-mail**, cf. item 3.

receive administrative decisions and other letters from the Maternity/Paternity Leave Fund by **conventional post**

Place and date

Applicant's signature*

8. The following documents must be received by the Maternity/Paternity Leave Fund before payments can begin:

A certified statement of the expected date of delivery.

Notification to employer of childbirth leave. (This form can be downloaded from the Maternity/Paternity Leave Fund website.)

Copies of pay slips for the past two months.

-Tax card. In order to use the **personal deduction** with respect to payments from the Maternity/Paternity Leave Fund, the applicant must **send in his/her tax card no later than on the 20th day of the month for which childbirth leave payments are sought.**

-All documents shall be submitted to the Vinnumálastofnun - Fæðingarorlofssjóður, Strandgata 1, 530 Hvammstangi.

-A self-employed applicant who estimates his/her salary must submit a statement confirming that he/she has remitted payroll tax for the last 6 months prior to the birth of the child, as well as a confirmation of the reduction of the payroll tax, if applicable.

Fields **9 – 10** below need only be filled out if it is necessary to submit any of the following information and the applicant is **the biological mother:**

9. Name	National ID number
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10. I request:

Extension because of illness during pregnancy. (Write the date here _____ when the sickness leave entitlement had been exhausted.

The following documentation is needed a) Medical certificate (original copy) and b) confirmation by the employer that the sickness leave entitlement has been fully exhausted and that salary payments have been discontinued.

Extension for safety- and health reasons as of _____

The confirmation by the employer is needed that this involves leave without pay and the necessity for this, or a risk assessment relating to the job.

It is only necessary to fill out fields **11-13** if the following applies to the applicant:

11. During the 24 months immediately preceding the estimated date of delivery, have you:

Resided abroad? No Yes from _____ to _____ Country _____

Accrued the right to childbirth leave payments abroad? No Yes from _____ to _____

12. Applies to parents who both apply for childbirth leave payments but who are not married, in a registered consensual union, or in a registered partnership.

The parents intend to have joint custody of the child and will submit an agreement, confirmed by the Commissioner of their municipality, to that effect.

The agreement must be submitted before payments will be made to the parent with whom the child does not reside.

The custodial parent consents to the remittance of childbirth leave payments to the non-custodial parent.

A birth certificate issued by Registers Iceland must be submitted certifying that the applicant is the parent of the child before payments will be made.

The undersigned parent, who has custody of the child/children (multiple birth) hereby agrees that the non-custodial parent may visit and interact with the child/children during the childbirth leave period.

Signature of custodial parent

13. Other information that the **applicant** wishes to include:

***Supervision:**

According to Article 15 b of the Act on Childbirth and Parental Leave No. 95/2000 (ffl.) Vinnumálastofnun - the Directorate of Labour - shall be in charge of supervising the implementation of the Act and the internal revenue service shall provide the agency with information that is necessary for the supervision of the implementation of the Act provided that the applicant has been informed thereof. A parent confirms by his or her signature on the application form of the Maternity/Paternity Leave Fund that Vinnumálastofnun - the Directorate of Labour - may obtain any necessary data from the registers of the Directorate of Internal Revenue for the implementation of the Act as this is a prerequisite for the eligibility of a parent to receive payments from the Maternity/Paternity Leave Fund and that data which the agency obtains in this manner will be used when supervising the implementation of the Act.

Paragraph 10 of Article 13 of the CPL Act provides for a deduction rule applicable to that Act which states that payments from employer to a parent during childbirth leave that are higher than the difference between the payments from the Maternity/Paternity Leave Fund and the average total income of the parent according to paragraphs 2 or 5, shall be deducted from the payments from the Maternity/Paternity Leave Fund. Only payments from the employer that are designated for the period when the parent is taking its childbirth leave will be deducted from payments from the Maternity/Paternity Leave Fund. However, it is permitted to take into account wage increases under collective agreements, other payments and wage adjustments stipulated in collective wage agreements, which can be attributed to a change in the work of a parent.

To be completed by the Maternity/Paternity Leave Fund

To be paid in accordance with this application:

Applicant as of _____ The other parent as of _____ Application processed