

## Notification of childbirth leave

To be submitted no later than 8 weeks before the expected delivery date of the child. In order to be eligible for childbirth leave, the parent must have been continuously employed in the Icelandic labour market for the past 6 months in a position constituting at least 25% of 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 the parent's periods of employment as an employee or as a self – employed individual in another member state of the EEA agreement.



Send together with the application for childbirth leave payments to:  
Vinnumálastofnun - Fæðingarorlofssjóður, Strandgata 1, 530  
Hvammstangi

1. Name of employee	2. National ID number
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3. Name of employer or company	4. National ID number
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**Full-time equivalent percentage (FTE) (%) with the current employer during the six months preceding the birth of the child:**

6th month	5th month	4th month	3rd month	2nd month	1st month
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**Childbirth leave                      Estimated delivery date                      Delivery date of the child:**

6. <input type="checkbox"/> Due to birth of child	7. <input type="checkbox"/> Due to adoption	8. <input type="checkbox"/> Due to receipt of a child for permanent fostering
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9. <input type="checkbox"/> Extension of childbirth leave for multiple birth – number of children
10. <input type="checkbox"/> Due to miscarriage after 18 weeks
11. <input type="checkbox"/> Due to stillbirth after 22 weeks.

12. Term of childbirth leave <input type="checkbox"/> Commencement of childbirth leave shall begin with the date of the child's birth <input type="checkbox"/> Another commencement date, from                      to
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13. Duration of childbirth leave <input type="checkbox"/> Continuous childbirth leave. The applicant must also complete item 14 <input type="checkbox"/> Childbirth leave distributed over a greater number of time periods. (e.g. January, May and December). The applicant must also complete Item 14. <input type="checkbox"/> Childbirth leave distributed over a longer period of time concurrent without a reduced full-time equivalent workload (FTE). The applicant must also complete item 14 <input type="checkbox"/> Childbirth leave distributed over a longer period of time concurrent with a reduced full-time equivalent workload (FTE). explain childbirth leave arrangement in detail:                      The applicant must also complete item 14
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14. Childbirth leave arrangement:  Each parent is independently entitled to childbirth leave for a total of 90 days (3 months). The parents are jointly entitled to a total of 90 days of childbirth leave. Childbirth leave must be taken for a minimum of two consecutive weeks at a time. The right to childbirth leave expires when the child has reached the age of 24 months. In the case of miscarriage a 60 day shared entitlement to leave is created after 18 weeks. In the case of stillbirth a 90 day individual right or entitlement to leave is created after 22 weeks.
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15. The applicant has custody of the child <input type="checkbox"/> yes <input type="checkbox"/> no	<b>In order for a parent to be eligible for childbirth leave, either that parent must have custody of the child or the custodial parent must consent to the applicant's visiting and interacting with the child. The employer may demand proof of custody or proof of consent to visitation if he/she considers it necessary.</b>
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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. **With my signature, I accept that Vinnumálastofnun may gather all necessary documentation from the above mentioned registers of the Directorate of Inland Revenue for the application of the law as this is a prerequisite for my entitlement to receive payments from the Maternity/Paternity Leave Fund. 1 We have also been informed that data thus gathered by Vinnumálastofnun - the Directorate of Labour - will be used to supervise how the law is being implemented. By our signatures we also acknowledge that we must inform the Maternity/Paternity Leave Fund of any events that may result in overpayment including**

**any changes that may be made regarding the taking of the childbirth leave or any change in income, that may affect the right of 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\*1 \*2**

16. Date and signature of employee<sup>1,2</sup>

17. Date and signature of employer <sup>\*3</sup>

18. Date and signature of employer if notification is received but may be subject to amendment \*\*

19. Date and signature of self-employed individual \*\*\*<sup>12</sup>

**NOTE in particular:**

\* It is desirable that the employee and the employer discuss the childbirth leave arrangement before filling out this form. If these parties are in agreement, the employer shall sign Field 15, thus confirming the arrangement. The parents may begin taking childbirth leave up to one month prior to the expected date of delivery.

\*\* The employer shall sign this notification and state that it may be subject to change if he/she cannot accommodate the employee's request concerning the childbirth leave arrangement. In that instance, the employer shall, within one week of receiving this notification and after consulting with the employee, propose another arrangement in writing and explain the reasons for the change. This form shall accompany the change as confirmation of the date the notification was received. Note that the employee shall have the right to take childbirth leave in one consecutive time period.

\*\*\* When applying for childbirth leave, a **self-employed parent** must submit a statement from the tax authorities confirming that the applicant has suspended or reduced paid work concurrent with a reduction in the estimated salary. The right to childbirth leave and the amount of childbirth leave payments are based on the remittance of payroll tax and on the occupational category of the self-employed parent.

**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 Commissioner of Inland 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 pay 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 that can be attributed to a change in the work of a parent.

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