

Manual Parental leave

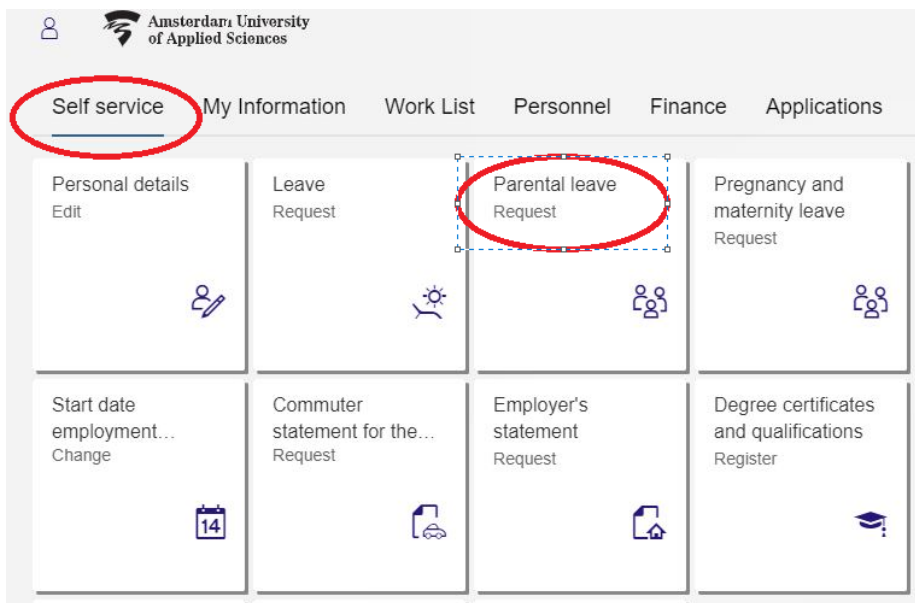
Below you can read how to apply request parental leave in the DSPE. You can request this yourself, but a supervisor or assistant can also request parental leave on your behalf.

After the leave has been granted you will receive a confirmation by email and post.

Make sure to keep the municipal register certificate at hand.

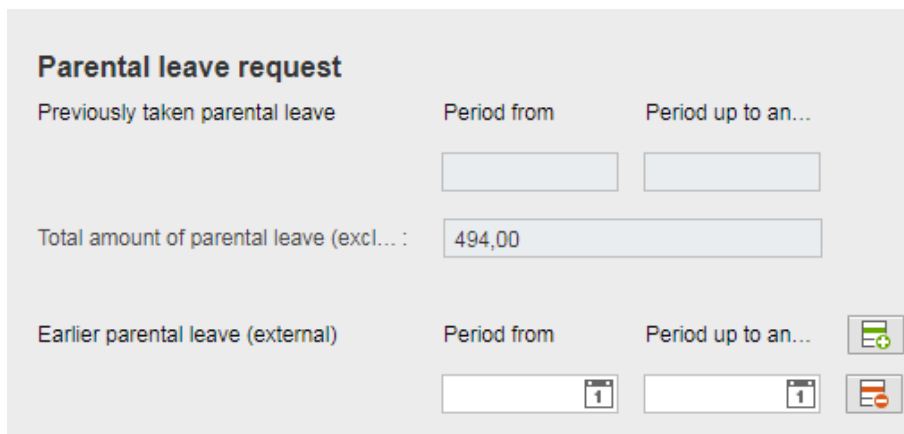
Log in to the [DSPE](#) using your AUAS ID.

Step 1



Under Self service, select the tile Parental leave - Request

Step 2

A screenshot of the 'Parental leave request' form. The form has a title 'Parental leave request' and several input fields. The first row contains 'Previously taken parental leave', 'Period from', and 'Period up to an...'. The second row contains 'Total amount of parental leave (excl... : 494,00'. The third row contains 'Earlier parental leave (external)', 'Period from', 'Period up to an...', and two calendar icons. There are also two small icons at the bottom right of the form.


If you have parental leave in the past, it will be shown here.



The maximum amount of leave hours per child is already filled out.

Step 3

Parental leave request

Child's name:

Child's date of birth *: 

Parental leave (from-up to and inclu... :  

Hours of paid leave per week:

Hours of unpaid leave per week:




Enter the desired leave period. You can choose for paid or unpaid leave. You can find the rules and regulations in the A-Z list under 'Leave'.

Step 4

Current schedule

week	Mon...	Tue...	We...	Thu...	Friday	Sa...	Su...	total
1	8,00	8,00	8,00	8,00	8,00	0,00	0,00	40,00

Schedule after parental leave

 Add week  Delete week  Start again

week	Mon...	Tue...	We...	Thu...	Friday	Sa...	Su...	total
1	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Adjust your schedule according to the situation after applying your parental leave.

Step 5

Attachments (0)

Add attachment (only PD... :

Add the mandatory certificate from the municipal register. You can also add the calculation tool.

The documents are filed in your digital personnel file.

Step 6

Parental leave

In the upper left corner click on 'Check' and then on 'Send'.

The form will now be processed.

The form is forwarded to HR for advice, to budget holder(s) if there is a distribution of costs for the final agreement.

After processing in SAP HR you will receive a confirmation by email and post. The attachments are added to your digital personnel file.

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