Guidelines for parental leave grants

Novo Nordisk Foundation ('NNF') offers to cover additional expenses held in connection with employees going on parental leave. The offer covers maternity leave, paternity leave, and adoption leave, but not sick leave.

Please read these guidelines carefully before applying.

Background

When employees at institutions in Denmark go on parental leave, the institutions will need to cover any additional salary costs as they are only partially reimbursed by the government. As women in Denmark often take the majority of the parental leave, it may prevent younger female researchers from upholding a research career, potentially resulting in a negative impact on the diversity in the Danish research community.

The purpose is to promote equality in the Danish research community.

What is covered by the NNF

As a general rule NNF covers additional expenses held in connection with a parental leave up to a maximum of DKK 300,000 for employees, whose salaries are funded by active NNF grants for Danish institutions.

In this context, 'additional expenses' refers to the part of the salary paid during parental leave that exceeds standard parental leave funding that the institution would have applied for regardless of whether the salary was supported by the NNF grant (for example, from Barselsfonden).

The parental leave grant is applied for as a separate grant related to the main grant under which the person on leave was employed during the leave period. If the person was only employed partially by an NNF grant, NNF will only refund the corresponding percentage of the extra expenses.

For example, if a PhD's salary is only covered 50% (0.5 FTE) by the NNF, and the parental leave incurred extra expenses of DKK 300,000, a parental leave grant of maximally DKK 150,000 can be applied for with the NNF.

Guide for applying for a parental leave grant

The grant administrator applies for a parental leave grant on behalf of the grant's administrating institution. The application is submitted via NORMA by navigating to the main grant in the 'Administrator portal'.

The information needed to apply is:

1. ***Name of person on parental leave***
2. ***Affiliation in leave period****: how much the person on leave was funded by the grant in the leave period (1-100%)*
3. ***Role in the project:*** *the relation of the person on leave to the main grant (e.g. PhD student, post doc, research assistant)*
4. ***Parental leave start date:*** *first day of the parental leave period*

5. ***Parental leave end date:*** *This is defined as the last day of the total parental leave period applied for, regardless of whether the individual took leave continuously or intermittently, including returning to work and then resuming leave within that period.*
6. ***Salary paid during parental leave:*** *total salary during the leave period in DKK including pensions, etc. (e.g. DKK 450.000)*
7. ***Total amount reimbursed by Danish state or other sources:*** *the amount in DKK reimbursed by the Danish state for the parental leave.*
8. ***Amount applied for (automatically calculated):*** *reimbursement amount is calculated automatically based on the above using the formula*

(Total salary – reimbursed salary) * percentage employed = applied amount

9. ***Confirmation letter of parental leave:*** *a formal confirmation issued by the organisation to the employee on leave confirming the approved leave period(s) and duration (e.g. "This letter confirms that you will be going on leave for x weeks paid parental leave in period X to Y, x weeks unpaid parental leave in period Z to W etc.)*

After collecting the above information the grant administrator must consult someone authorised to sign on behalf of the organisation to make sure all information is true and correct before checking the box 'I declare that the information provided is true and correct and has been approved by an authorised representative of the organisation' in NORMA.

The application is then submitted by clicking 'Submit'.

When the Foundation has received and approved the application, you will receive a confirmation mail with a grant ID for the parental leave grant. The applied amount will be paid out soon thereafter.

If any information is missing the application may be returned for revisions.

Eligibility checklist:
- The administrating institution is in Denmark
- The salary of the person on parental leave is funded by a Novo Nordisk Foundation grant during the leave period.
- The main NNF grant is not completed.
- The parental leave period is completed.
- The administering institution has already applied for the parental leave reimbursement it would usually apply for from other sources (e.g. from Barselsfonden).
- The applied amount is proportional to the period the person was paid by the main NNF grant.
- The only parental leave or parts thereof held after 1 October 2021 are applied for.

Example 1:
The main NNF grant covers 75% of the salary of a post doc, while the remaining 25% is covered by other funds (e.g. the university or another foundation). The extra costs for salary in the parental leave period were DKK 200,000. The Foundation can thus only reimburse 75% of the salary. Consequently, the grant administrator can maximally apply for DKK 150,000.

Example 2:
The main NNF grant covers the salary of a study nurse for 4 months (March – June). The study nurse went on parental leave for 10 months (February – November) incurring DKK 100,000 in additional expenses at the institution. The grant administrator may therefore only apply for a parental leave grant to cover the additional expenses incurred during the 4 months in which the study nurse's salary was covered by the main NNF grant. The applied amount must always be proportional to the period the person was paid by the main NNF grant.

In this case, if the salary was equally distributed across the 10 months, the additional expenses would be DKK 40,000. This is the amount that can then be reimbursed by the NNF.

Additional remarks

- If the main grant was awarded project supplement (cf. agreement from 2023 between Universities Denmark and six foundations including the Novo Nordisk Foundation), the grant is ineligible to receive any parental leave grants.
- Pension contributions paid during unpaid parental leave can be included
- The reimbursement will be handled as an additional payment to the original grant.