

**GUIDELINES FOR HOLIDAY LEAVE DURING
THE HOLIDAY YEAR 2011-2012 AT
SCIENCE AND TECHNOLOGY**

These guidelines apply to all salaried employees at the faculty, i.e. scientific, technical and administrative staff and PhD students, whether the financing be ordinary or external. Thus temporary employees (i.e. part-time lecturers, assistant lecturers, and student assistants) are not included.

It is the obligation of the employees at the faculty to inform their department about absence due to illness, a child's first and second day of illness, care days etc., as well as holidays and special holidays, as the department must ensure that all absence is registered in the *Central absence registration system*. Employees at centres must inform their centre administration or departmental administration if the centre is administered by a department.

The absence registration system is used by the university to manage holiday payments and, together with Navision, the flow of holiday payouts between holiday pay accounts and salary accounts. It is a principal factor for the faculty's finances that the information in the absence registration system is correct and updated.

The absence registration system also forms basis for the refunding of wages and salaries from the municipalities in connection with illness and maternity/ paternity leave. The registration of absence due to illness and maternity/ paternity is therefore as important to the faculty's finances as holiday registration.

1. Ordinary holidays

All salaried employees at the University of Aarhus are entitled to holiday with pay. An employee who has been employed during the whole calendar year will be entitled to 25 holidays – i.e. 5 weeks of 5 days. The holiday must be taken in the subsequent holiday year which runs from 1 May to 30 April the following year.

Before 1 May the department distributes a *Holiday registration form* to each salaried employee. Each employee indicates when he/ she wishes to take holiday or accepts the standard holiday mentioned below.

If an employee, who is entitled to 25 holidays, fails to hand in the registration form by the given deadline, his/ her ordinary holiday will automatically be registered as follows:

- 3 weeks in July/ August (weeks 29, 30 and 31)
- 1 week in October (week 42)
- 1 week in February (week 7)

This is to make certain that all holidays are registered for all employees; the employee can change the registration during the holiday year with reference to private plans or work-related duties. Please contact the Department Administration in order to change the holiday registration.

In case the employee has an arrangement with his/ her employer to transfer the 5th holiday week to the next holiday year, and only takes 4 weeks of holiday, a maximum of 2 weeks holiday can be transferred to the following holiday year. The transferred holiday weeks must be taken before the ordinary holiday.

The arrangement between employee and employer to transfer holiday must be made in writing, and the employer will subsequently enter the agreement in the absence registration system.

It is hereby stressed that an employee has the right to take all holiday weeks within the holiday year, and that – with the current notice – the employer can instruct the employee to take all holiday weeks earned.

2. Special holidays

As from 2003 in addition to the ordinary holidays an employee earns 5 special holidays if the employment has been continuous throughout the qualifying year, to be taken during the following holiday year.

With effect from the holiday year 2007/ 2008 the rules governing the taking of the special holidays have been changed to include a stipulation 4.7.1 in “Ferievejledningen 2006”

“With effect from the holiday year 2007/2008 both the employee as well as the management has the right to take special holidays within the holiday year. In case the days have not been taken or the time has not been fixed by 1 January at the latest, the management can notify the days to be taken according to the rules for remaining holidays. Thus, the time of notification is one month and the days can only be notified to be taken as full days.

- 1) For the holiday year 2011/ 2012 the special holidays are notified to be taken within the holiday year.
- 2) In case the employee wishes to get the special holidays paid out as salary the management must be informed.

Employees at Science and Technology must indicate on the holiday form when they plan to take the special holidays or whether they wholly or in part want them paid out as salary. For employees who have earned the special holidays but who do not fill in the form within the given deadline, the department will register (in the absence registration system) the 5 special holidays as ‘standard holiday’:

- 4 days between Christmas and the New Year
- 1 day before Easter

The special holidays may of course be taken at other times than what was registered in advance, taking private plans or work-related duties into consideration. If an employee wishes to change the dates, or does not wish to take the days off, it may be stated on the holiday registration form.

3. Special conditions for new and resigning employees

At the beginning of an employment, new employees receive a holiday form to be filled in with information of possible right to paid holidays earned during previous employment(s), and to be returned to the department administration.

New employees, who have earned the right to paid holidays from previous employment(s), have an obligation to take these holidays. During the holiday period no salary will be paid, as a deduction corresponding to the number of earned holidays will be made. Regardless of the number of

working hours during the previous employment – and the holiday pay from the previous employer – there is an obligation to take the holidays corresponding to what has been earned.

For new employees who have not had any previous employment and for those who have earned less than the 25 days given in the Holidays with Pay Act (Ferieloven), it is a right, but not an obligation, to take up to 25 days of vacation. Also in this case, a deduction in salary will be made.

When an employee resigns the Salaries Office checks through the department that the information about the employee in question is updated in the absence registration system.

The Salaries Office then calculates the holiday pay with the purpose of issuing a holiday card for any remaining ordinary holidays, and pays out special holidays not taken, if any.

4. General

If the distributed holiday registration form is not filled in and returned to the department before the given deadline, the ordinary and the special holidays will be registered as 'standard holidays' following the guidelines above. This registration may be changed during the holiday year in consideration of private plans or work-related duties of the employee.

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