

**To monthly paid employees at IFA
(VIP, TAP, PhDs, ordinarily and externally financed)**

Holiday registration for the holiday year 2017-2018

According to "Guidelines for holiday leave" all employees must fill in and return the enclosed holiday registration form, and **the Department has decided that the deadline for returning the form is 31 March 2017**. This year you can sign the form electronically.

Holiday will be registered according to previous guidelines, which means that your holiday will be registered in accordance with your own indications on the new form. If you do not return the form or if the form has not been properly filled in, the **holiday profile** will be used.

Holiday profile, holidays:

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

Holiday profile, special holidays:

- 3 days between Christmas and the New Year (week 52)
- 2 days before Easter (week 13)

The standard **holiday profile** can be changed according to your wishes and consent from your superior. To make such changes, please send an email to Heidi sen: heidi.pedersen@phys.au.dk

For **fixed term employees** - including PhD students - the holiday accrued, corresponding to the holiday profile, must be held within the period of employment, and **all special holidays** must be held within the period of employment.

New employees who have not accrued the right to take holiday with pay holiday is registered according to their own indications on the holiday registration form and **not** according to the **standard holiday profile**.

If you have chosen concurrent holiday, the regular holiday has already been registered and you have received an e-mail confirming this with screen shots. You can change the registered holiday at any time by simply sending an email to heidi.pedersen@phys.au.dk cc your supervisor prior to the dates registered. Note the **special holidays** cannot be registered till shortly before the coming holiday year, which runs from 1 May 2017 to 30 April 2018. You will receive an e-mail after registration of these dates as well.

We would like to stress that absence due to e.g. illness, a child's first day of illness, personal days, etc. must be reported/agreed to by your superior, copy to heidi.pedersen@phys.au.dk

If you have any questions, please contact **Heidi Pedersen** – heidi.pedersen@phys.au.dk.

On behalf of the Department

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