

### HOLIDAY REGISTRATION FORM FOR THE HOLIDAY YEAR 2016-2017

The undersigned employee at the Department of Physics and Astronomy hereby states that he/she wishes to take holiday during the holiday year **May 1, 2017 to April 30, 2018** as indicated below:

**If you are employed on a short-time contract:**

**When does your employment expire?** \_\_\_\_\_

Please only indicate holiday you would like to take during your employment.

#### Ordinary holiday

Number of days to be taken (max 25 days) \_\_\_\_\_ + any days transferred (max 10 days) \_\_\_\_\_

Holiday will be taken as indicated:

- As entire weeks of five days (please indicate week number):

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- and/or as individual days (please indicate the dates):

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#### Special holidays

Number of special holidays which I will take (max five days): \_\_\_\_\_

- I wish to take the special holidays on the following dates:

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*I understand that if this form has not been properly filled in or is not handed in, **my holiday and special holidays** will be registered according to the announced guidelines. Regardless if the registration is made in this form or entered as holiday profile by the department, it can, following an agreement with the immediate manager, be changed during the holiday year **for future holiday, but not retroactively.***

Date: \_\_\_\_\_ NAME (Capital letters): \_\_\_\_\_

CPR Number: \_\_\_\_\_ Signature employee: \_\_\_\_\_

Signature Head of the Group: \_\_\_\_\_

Please return the form to **Heidi Pedersen by 31 March 2017 at the latest:** [Heidi.pedersen@phys.au.dk](mailto:Heidi.pedersen@phys.au.dk)