

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

**Holiday registration for the holiday year 1. September 2020 – 31. August 2021**

The 1 September 2020 the new Danish Holiday Act comes into force, and you will be able to take holiday as you earn it.

**Ordinary holidays:**

You earn 2,08 days/ month = 25 holiday days pr. year.  
Qualifying year: 1 September – 31 August.  
Holiday year: 1 September – 31 December (16 months).

**Special holiday:**

You earn 0,42 days / month = 5 special holidays pr. year.  
Qualifying year: 1 January – 31 December  
Holiday year: 1 May – 30 April  
These days are Union negotiated days and therefore not part of the new holiday act.

This year IFAs guidelines are such that the “**standard holiday profile**” in of September.  
If you would like to plan your holiday otherwise, please fill in the attached form and return it to [heidi.pedersen@phys.au.dk](mailto:heidi.pedersen@phys.au.dk).

Institut for Fysik og  
Astronomi

Katrine Vasegaard

Institutsekretariatsleder

Dato: 31. August 2020

Afs. CVR-nr.: 31119103

Side 1/2

**Holiday profile, ordinary holidays:**

- 3 days at Christmas (28-30 Dec 2020)
- 3 days at Easter (week 13, 2021)
- 3 weeks in July/August (weeks 29, 30 and 31, 2021)
- 4 days in October (19-22 Oct 2021)

**Holiday profile, special holidays:**

- 5 days in February (week 7, 2021)

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

For **new employees**, who have accrued a partial right to holiday and who do not fill in the holiday registration form before deadline, it will be registered if the handling of tasks permit that holiday will be taken according to the above-mentioned principles.

The dates for taking holiday and special holidays are considered to be fixed. However, changes can be made if you wish so and if duty permits.

Changes to pre-registered holidays are made in agreement with your superior followed by an e-mail to [heidi.pedersen@phys.au.dk](mailto:heidi.pedersen@phys.au.dk) cc your superior.

Side 2/2

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.

Hereafter inform your absence in e-mail to [heidi.pedersen@phys.au.dk](mailto:heidi.pedersen@phys.au.dk) cc your supervisor.

#### **Summer holiday**

Summer holiday plans takes place in the usual manner in agreement with the immediate manager, taking into account any staffing needs

#### **Transferred holiday**

Approved and transferred days from the mini holiday year must be held no later than 31 December 2020.

#### **Project time**

For those of you, who report project time, make sure your project time does not conflict with holiday or other absence.

#### **The new holiday act**

We refer you to HRs webpage, where you can read more about the new holiday act <https://medarbejdere.au.dk/en/administration/hr/holiday/>

#### **Parental leave**

If you are to take parental leave, you have to remember that there are forms to fill out before and during the parental leave. Please refer to the HR website <https://medarbejdere.au.dk/en/administration/hr/parentalleave/>

#### **Holiday summery**

You can check your totals on <https://mit.medarbejdere.au.dk/en/holiday> after login to your profile.

#### **IFA-News**

Keep updated on IFA's holiday profile, as well as news about how to handle ie. remaining vacation, in IFA-News throughout the calendar year.

If you have any questions, please contact **Heidi Pedersen** – [heidi.pedersen@phys.au.dk](mailto:heidi.pedersen@phys.au.dk).

On behalf of the Department

**Katrine Vasegaard**