

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

**Holiday registration for the holiday year 1<sup>st</sup> September 2022 – 31<sup>st</sup> August 2023**

IFAs guidelines for the standard holiday looks as follows for the coming holiday year.

**Ordinary holidays:**

You accrue 2,08 days/ month = 25 vacation days pr. year.

Qualifying year: 1 September – 31 August

Holiday year: 1 September – 31 December (16 months)

Main holiday period (3 weeks): 1 May – 30 September

**Special holiday** (Union negotiated days and therefore not part of the Danish holiday act):

You accrue 0,42 day / month = 5 special holidays pr. year.

Qualifying year: 1 January – 31 December

Holiday year: 1 May – 30 April (in the following calendar year)

IFAs guidelines are such that the “**standard holiday profile**” will be pre-registered in August/September.

**Holiday profile, ordinary holidays:**

- 4 days at Christmas (27-30 Dec 2022)
- 1 day at Easter (5 April 2023)
- 3 weeks in July/August (weeks 29, 30 and 31, 2023)
- 5 days in October (week 42, 2023)

**Holiday profile, special holidays:**

- 5 days in February (week 7, 2023)

For **fixed term employees** - including Ph.d students - **the ordinary 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, holiday is registered according to the above mentioned principles, if the handling of tasks permit that holiday will be taken.

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

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

In the e-mail write;

- Which days you want deleted
- Which days you want registered instead.

Institut for Fysik og  
Astronomi

Heidi Pedersen

Sekretær

Dato: 18.. August 2022

Afs. CVR-nr.: 31119103

Side 1/2

### **Absence**

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.

Side 2/2

### **Summer holiday**

Plans for summer holiday 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 holiday year 1 September 2021 – 31 August 2022 are held on specific dates agreed upon with your supervisor, but no later than 31 December 2023. The form for this you will find on the HRs webpage under Holiday Forms.

### **Project time**

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

### **The Danish holiday act**

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

### **Parental leave**

If you are to take parental leave, you must 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 [www.staff.au.dk](http://www.staff.au.dk) after login to your profile.

### **IFA-News**

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

**IFAs website** on holiday and absence please refer to <https://phys.medarbejdere.au.dk/en/holiday-and-absence/>

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

On behalf of the Department

**Heidi Pedersen**