

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

Holiday registration for the holiday year 1st September 2024 – 31st August 2025

IFAs guidelines for the standard holiday looks as follows for the 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 September/October.

Holiday profile, ordinary holidays:

- 2 days at Christmas (27 and 30 December 2024)
- 3 days at Easter (14-16 April 2025)
- 3 weeks in July/August (weeks 29, 30 and 31, 2025)
- 5 days in October (week 42, 2025)

Holiday profile, special holidays:

- 5 days in February (week 7, 2025)

For **fixed term employees** - including PhD 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.

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

IMPORTANT: As we are not ready for employees adjusting the holiday and absence scheme in the absence registrations system “mitHR”, you must solely send e-mail to absence@phys.au.dk cc your supervisor.
We will update you if this changes.

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.

Institut for Fysik og
Astronomi

Heidi Pedersen

Sekretær

absence@phys.au.dk

Dato: 15..October 2024

Afs. CVR-nr.: 31119103

Side 1/2

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

In the e-mail write;

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

Side 2/2

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 an e-mail to absence@phys.au.dk cc your supervisor.

Please refer to [HRs website on absence](#)

Summer holiday

Plans for summer holiday takes place, in the usual manner, in agreement with the immediate manager who considers staffing needs.

Transferred holiday

Approved and transferred days from the holiday year 1 September 2023 – 31 August 2024 are held on specific dates agreed upon with your supervisor, but no later than 31 December 2025. 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 website](#), where you can read more about the Danish holiday act.

Parental leave (both for mom and dad)

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](#).

Holiday summery

You can check your profile [here](#).

Holiday calculator

IFA's holiday calculator is found on IFA's website for holidays and absences. See right column. This could be very helpful when planning your holiday.

IFAs website on holiday and absence please go [here](#).

HRs website, please click on the blue box in the upper righthand corner on IFAs website.

Should you have any questions, please contact **Heidi Pedersen** via – absence@phys.au.dk.

On behalf of the Department

Heidi Pedersen