



## Request for transfer of remaining holiday (ordinary holiday) to next holiday year concerning holiday year 2016/2017

Transfer from holiday year 1 May 2016 – 30 April 2017 to holiday year 1 May 2017 - 30 April 2018  
According to the Danish Holiday Act it can be agreed that the number of days on top of 20 holidays per year (5<sup>th</sup> holiday week) can be transferred to the next holiday year. The 5<sup>th</sup> holiday week can be accumulated.

**Name:** \_\_\_\_\_

**Civil reg.no.:** \_\_\_\_\_

**Department/section:** \_\_\_\_\_

Number of days requested: \_\_\_\_\_

The transferred holiday is planned to be taken in week no. \_\_\_\_\_ 2017.

The transferred holiday is planned to be taken in single days on the following dates:

Date:	Date:	Date:	Date:	Date:
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### Employee's signature

\_\_\_\_\_

date

signature

### Head of department's/head of section's signature

\_\_\_\_\_

date

signature

- The form must be submitted to the person in the department/section responsible for registering holiday and absence in the absence system