To salaried employees at the department (Aarhus BSS, ST, HE)/school (Arts)/centre (VIP, TAP, PhDs, both internally and externally financed)

Holiday registration for the mini holiday year 1 May 2020 – 31 August 2020

On 1 September 2020 all employees will switch to concurrent holiday meaning that the holiday earned during the year can also be taken on an ongoing basis. This letter only concerns holiday for the period 1 May 2020 – 31 August 2020.

In accordance with the holiday guidelines at the university, a dialogue about holiday planning will be initiated in the beginning of February.

The enclosed holiday registration form is part of the dialogue about holiday planning. In this form, you can write when you would like to take your holiday and, if relevant, when you would like to take any special holidays.

Please complete the enclosed form and give it to (place) no later than (date) or send the completed form attached to an email to (email address).

If you have accrued the right to take full holiday, but you do not complete the form or only complete the form partly before the deadline, it will be registered that 16 days of holiday will be taken in the period (dato).

Please note that only special holidays that have been accrued may be taken. As an employee, you are therefore only entitled to take special holidays if they have been accrued during your current employment. This means that you are not entitled to take special holidays without pay.

The same principles apply to scheduling holiday for new employees who have accrued partial holiday entitlement but who do not fill out the holiday registration form by the specified deadline, to the extent possible with due regard to maintaining necessary workplace functions.
Shortly after 1 April, you will be informed whether or not your request for holiday has been granted. After this, the holiday schedule will be considered as finalised. If you so request, the holiday schedule may be changed subsequently based on agreement and if duty permits.

If you have any questions, please contact (name).

Kind regards,

(NAME)