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| To monthly paid employees at the Department/Center **(VIP, TAP, PhDs, both ordinarily and externally financed)** |
| Holiday registration for the holiday year 1 September 2023 – 31 August 2024 |

In order to schedule your holiday please find enclosed a holiday registration form. You are kindly asked to fill in the form with your wishes for when you would like to take your holiday.

You will be able to take holiday as you earn it – i.e. 2.08 holiday days per month, 25 holiday days per year. You can take you holiday in the period 1 September 2023 – 31 December 2024 (16 months). Furthermore, you accrue 5 special holiday days from January – December. The special holiday days you can take in the period 1 May 2023 – 30 April 2024. You can see how much holiday you have accrued in the HR system MitHR.

Please fill in the form and send it to (mailadress) no later than (date).

If you have accrued the right to take full holiday with pay and you do not fill in the form before deadline or if the form has not been properly filled in, it will be registered if the handling of tasks permit that the 5 weeks of holiday and the 5 special holidays will be taken as follows:

**Holidays:**

* 4 weeks in July 2024 (week 27-30 inclusive)
* 1 week over Christmas and New Year 2024 (19 - 23 December, 27 and 30 December)

**Special holidays:**

* 2 days during Winter Holidays 2024 (week 7)
* 3 days before Easter 2024 (week 13)

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.

Shortly after 1 October 2023, you will receive information from the management as to whether your wishes for when you would like to take holiday and special holidays are met. The dates for taking holiday and special holidays are hereby considered to be fixed. However, changes can be made if you wish so and if duty permits.

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

On behalf of the Department/Administrative Division