



Request for transfer of remaining holiday (ordinary holiday) to next holiday year

Transfer from holiday year 1 May 2018 – 30 April 2019 to holiday year 1 May 2019 - 30 April 2020
According to the Danish Holiday Act it can be agreed that the number of days on top of 20 holidays per year (5th holiday week) can be transferred to the next holiday year.

Name: _____

Civil reg.no.: _____

Department/section: _____

Number of days requested: _____

The transferred holiday is planned to be taken in week no. _____ 2019.

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