



To all staff at AAU Business School

### **Registration of holiday for the holiday year 1 September 2021 to 31 August 2022**

In accordance with the [holiday rules at AAU](#), a dialogue regarding holiday planning is taking place in September. As part of scheduling holiday for the upcoming holiday year, we hereby forward this letter.

#### **How much holiday must I take?**

You accrue 2.08 days of holiday per month continuously, i.e. a total of 25 days of holiday between 1 September and 31 August that you must use. The holiday days may be taken from 1 September 2021 to 31 December 2022. In addition, you earn five special holiday days in the calendar year that may be taken from 1 May to 30 April. You can read more generally about [holiday](#) in the [AAU handbook](#).

#### **How do I best plan my holiday?**

To help with your planning, you can find a [holiday calculator](#) (see attached) on the HR department's website that gives you an overview of how much vacation you will have earned during the holiday year. When planning your holiday, you should also be aware that holidays must be held for whole days and that Aalborg University is closed between Christmas and New Year (cf. "[Information about holiday closure etc. for holiday year 2021](#)").

#### **When should I submit my request for holiday?**

Please fill in the attached holiday request form as stipulated above and return it to [ferie@business.aau.dk](mailto:ferie@business.aau.dk) **no later than 31 October 2021**.

#### **What happens if I don't submit my request for holiday?**

Your holiday will be registered, according to the below holiday periods in order of priority if you miss the deadline or do not include all your accrued days in your holiday request form. We will only register holidays accrued during your employment at AAU.

- 27, 28, 29 and 30 December 2021 (AAU is closed)  
Alternatively on 22, 23, 24 and 25 February (week 8), if you have already registered holiday for Christmas 2021
- Week 29, 30 and 31 2022 (summer holiday)



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- 27 May 2022 (the day after Ascension day)
- Week 42, 2022 (autumn holiday)

### **Do I have to take my special holiday days?**

You are not required to include special holidays in your holiday request form. You are not required to take special holidays before 1 January of each holiday year; however, if you wish to register all or some of your special holidays now, please include these in your holiday request form. You can find more information on [special holidays](#) in the AAU Manual.

### **When is my holiday approved?**

As soon as possible, we will inform you whether or not we can approve your holiday request. However, if your plans should change and you wish to take your holiday at another time, you may request to reschedule your planned holiday during the holiday year.

If you have any questions on holiday registration, please contact [ferie@business.aau.dk](mailto:ferie@business.aau.dk).