



To all staff at AAU Business School

Registration of holiday for the holiday year 1 September 2022 to 31 August 2023

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 2022 to 31 December 2023. 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 (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 no later than **30 September 2022**.

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 2022 (christmas holiday)
Alternatively on 20, 21, 22 and 23 February (week 8), if you have already registered holiday for Christmas 2022.
- Week 29, 30 and 31, 2023 (summer holiday)
- 19 May 2023 (the day after Ascension day)
- Week 42, 2022 (autumn holiday)

If you would like to register holidays on other dates, it must be approved by your staff manager before it is registered.

On the 15th of December 2021, The Main Joint Consultation Committee (HSU) has decided that in 2022 AAU will **not** be closed between Christmas and New Year, 27th to 30th of December.

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.



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When is my holiday approved?

As soon as possible, we will inform you whether 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.