



AALBORG UNIVERSITY
DENMARK

**Department of Business and
Economics**
Fibigerstraede 2
9220 Aalborg East
Denmark

Approved by the Works Council at Department of Business and Management - 16 February 2016.

Holidays 2016/2017

The new year of holidays starts on 1st May 2016 and ends on 30th April 2017.

If you have been employed during all of last year (1st January – 31st December 2015) you will have 5 weeks of "ordinary" paid holidays and 1 week of "special" paid holidays - for more information:

<http://www.en.hr.aau.dk/holidays/>.

If you have not been employed all of last year, you can find your personal holiday information through PDS (PersonDataSystem) www.pds.aau.dk or contact the secretariat at: ferie@business.aau.dk and ask for the number of holidays for you.

Closure between Christmas and New Year's Eve

The AAU head joint consultation committee has agreed that Aalborg University is closed between Christmas and New Year which means that all employees have to take holiday 27-30th December 2016. It is not possible to spend any other form of accrued freedom (i.e. child care days or lieu days). However, it is possible to spend special holidays if the employee wishes to do so and if special holidays have been accrued during 2016.

Holidays:

The Department **expects and urges** that all employees spend their holidays. If you would like to transfer holidays to the succeeding holidays year (a maximum 5 days can be transferred and only if you have spent 20 days of your holidays) you must fill out a form. (Contact the secretariat for more information).

In order to ease the administration of the holidays the department will register 5 weeks of normal holidays for all employees in the weeks 28,29,30, 42 (in 2016) and 8 (in 2017). Please feel free to make changes according to your own plans. If you make changes, you have to send an email with the changes to: (ferie@business.aau.dk).

If you have been away on holidays without having earned any days, please inform the department secretary of the dates for your spent holidays.

NB! Regarding new employees who have earned no or some days: We will register up to the number of actual days earned for this period. This also includes those who have earned this right through a former employment. Please remember to save some of your holidays for the holidays between Christmas and New Year. If you have no paid holidays (either ordinary or special) you will be deducted in your salary.

Special Holidays:

The Department **expects and urges** all employees to spend their special holidays on the following dates:

- 6th May (The day after Ascension Day)
- 27th + 28th + 29th + 30th December (Between Christmas and New Year)

If you do not wish to use your special holidays between Christmas and New Year you must use ordinary holidays.



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The special holidays will no longer be paid out, but must be spent during the holiday year.

Special Holidays – please notice:

If you have not spent your special holidays before 31st December 2016, they will be registered around Easter Holidays unless you send an email on a different registration (ferie@business.aau.dk)

Regarding rules for holiday registration you can check: <http://www.en.hr.aau.dk/holidays/>

You are always welcome to contact the secretariat for more information regarding holidays: ferie@business.aau.dk . You can always ask for an updated version of your holiday's registration.