



**AALBORG UNIVERSITY**  
DENMARK

**Department of Business and  
Economics**  
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Denmark

**Approved by SAMiU 23 January 2017**

## **Holidays 2017/2018**

The new year of holidays starts on 1st May 2017 and ends on 30th April 2018.

If you have been employed during all of last year (1<sup>st</sup> January – 31<sup>st</sup> December 2016) 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](http://www.pds.aau.dk) or contact the secretariat at: [ferie@business.aau.dk](mailto: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 27-29<sup>th</sup> December 2017. 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 2017) and 8 (in 2018). 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](mailto: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:

- 26<sup>th</sup> May (The day after Ascension Day)
- 27<sup>th</sup> + 28<sup>th</sup> + 29<sup>th</sup> 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 31<sup>st</sup> December 2017, they will be registered around Easter Holidays unless you send an email on a different registration [ferie@business.aau.dk](mailto: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](mailto:ferie@business.aau.dk) . You can always ask for an updated version of your holiday's registration.