



## Holidays 2020/2021

The new year of holidays starts on 1<sup>st</sup> September 2020 and ends on 31<sup>th</sup> August 2021.

The previous holiday rules entitled you to 25 days of holiday a year. You still have this right in the new Holiday Act. The change is that you will get 2.08 days of holiday each month, which you can take the month after you have accrued them. This is called concurrent holiday.

Holiday is accrued from 1<sup>st</sup> September to 31<sup>st</sup> August, which is called the holiday year. While holiday is accrued over 12 months, it can be taken over 16 months (1<sup>st</sup> September to 31<sup>st</sup> December the following year – the holiday year plus the next four months). This is called the holiday period.

This does not change the fact that you accrue 5 weeks of holiday per year, nor does not change the option of having either paid holiday or holiday with holiday allowance.

If you have been employed during all of last year (1<sup>st</sup> January – 31<sup>st</sup> December) you will have 1 week of "special" paid 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

The AAU head joint consultation committee has agreed that Aalborg University is closed between Christmas and New Year. This means that all employees have to take holiday the 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> of 2020. It is not possible to spend any other form of accrued freedom (i.e. child care days or lieu days).

### Holidays:

AAU Business School **expects and urges** that all employees spend their holidays. If you would like to transfer holidays to the succeeding holiday 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 at [ferie@business.aau.dk](mailto:ferie@business.aau.dk) for more information).

If you have been away on holidays without having earned any days, please inform [ferie@business.aau.dk](mailto:ferie@business.aau.dk) 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:

AAU Business School **expects and urges** all employees to spend their special holidays on the following dates:



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- 14<sup>th</sup> of May (The day after Ascension Day)
- 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> of December (Around Christmas and New Year)

If you do not wish to use your special holidays between Christmas and New Year you must use ordinary holidays. 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 2020, 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).

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.

Regarding rules for holiday registration you can check:

Changes in the new Danish Holiday Act:

In English: <https://www.handbook.aau.dk/document?contentId=450407>

In Danish: <https://www.haandbog.aau.dk/dokument?contentId=450407>

Transition to the new holiday act (FAQ):

In English: <https://www.handbook.aau.dk/document?contentId=434375>

In Danish: <https://www.haandbog.aau.dk/dokument?contentId=434375>