

### HOLIDAY REGISTRATION FORM FOR THE HOLIDAY YEAR 2020-2021

The undersigned employee, at the Department of Physics and Astronomy, hereby states that he/she wishes to take holiday during the holiday year **1 September 2020 - 31 August 2021** as indicated below:

**If you are employed on a short-time contract: When does your contract expire?** \_\_\_\_\_

Please only indicate holiday within your employment period.

#### Ordinary holiday - settled 1 September 2020 - 31 December 2021

Number of days to be taken (max 25 days) \_\_\_\_\_ + any days transferred (max 10 days) \_\_\_\_\_

Holiday will be taken as indicated:

- As full weeks of five days (state week numbers):

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- and/or as individual days (state dates):

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#### Special holidays - settled 1 May 2020 - 30 April 2021

Number of special holidays which I will take (max five days): \_\_\_\_\_ (only if accrued)

- I wish to take the special holidays on the following dates (state only those you have left):

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*I understand that if this form has not been properly filled in or is not handed in, **my holiday and special holidays** will be registered according to the announced guidelines. Regardless if the registration is made in this form or entered as pr. the holiday profile by the department, it can, following an agreement with the immediate manager, be changed during the holiday year **for future holiday, but not retroactively**. Lack of future alterations may result in loss of vacation days.*

Date: \_\_\_\_\_ NAME (Capital letters): \_\_\_\_\_

CPR Number: \_\_\_\_\_ Signature employee: \_\_\_\_\_

Signature Head of the Group: \_\_\_\_\_

Please return the form to [Heidi.pedersen@phys.au.dk](mailto:Heidi.pedersen@phys.au.dk)

If you log in on the website <https://medarbejdere.au.dk/en/>, you can see how much holiday you have accrued at any time of the holiday periods.