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| **To monthly paid employees at IFA**  **(VIP, TAP, PhD part B, ordinarily and externally financed)** |
| **Holiday registration for the holiday year 2020 – mini holiday year (1st May 2020 til 30 Aug 2020)** |

According to “Guidelines for holiday leave”standard vacation will be registered forall

employees in the beginning of May 2020.

**Earning ordinary holiday**

For the mini holiday year you earn 16,64 days.

The earning period is 1st Jan 2019 til 31st Aug 2020

The **holiday** **profile** looks as follows:

**Holiday** **profile, ordinary holidays:**

* 3 weeks in July/August (weeks 29, 30 and 31)

**Holiday profile, special holidays:**

**These days may be spend on week 42, should you want to.**

* 2 days at Christmas (week 53)
* 3 days before Easter (week 13)

The Institute's warning of other holidays will be available in an August letter, just before the new holiday act is effective.

For **fixed term employees** - including Ph.d students - **the holiday accrued** and **all special holidays**, corresponding to the holiday profile, must be held within the period of employment.

New employees, who have not accrued the right to take holiday with pay, holiday is registered according to their own indications.

If you have chosen **concurrent holiday**, the regular holidays must also be registered in agreement with your superior. You can change the registered holiday at any time after consent from your superior.

Note, the **special holidays** earned continue independently of the new holiday law and can only be registered immediately before the upcoming holiday year, which runs from 1st May 2020 til 30th April 2021.

It is your responsibility to take all holidays and special holidays before you terminate.

We would like to stress that absence due to e.g. illness, a child’s first day of illness, childcare days, etc. must be reported/agreed to by your superior with to [heidi.pedersen@phys.au.dk](mailto:heidi.pedersen@phys.au.dk).

Changes to pre-registered holidays are made in agreement with your superior followed by an e-mail to [heidi.pedersen@phys.au.dk](mailto:heidi.pedersen@phys.au.dk) cc your superior.

**HRs webpage**

We refer you to HRs webpage, where you can read more about the new holiday act <https://medarbejdere.au.dk/en/administration/hr/holiday/>

**Parental leave**

If you are to take parental leave, you have to remember that there are forms to fill out before and during the parental leave. Please refer to the HR website

<https://medarbejdere.au.dk/en/administration/hr/parentalleave/>

If you have any questions, please contact **Heidi Pedersen –** [**heidi.pedersen@phys.au.dk**](mailto:heidi.pedersen@phys.au.dk).

Kind regards

**Katrine Vasegaard**