

**To the monthly paid employees at the Department of Biology  
(scientific staff, technical/administrative staff, PhD students, both  
regularly and externally funded)**

**Registration of holiday for the Holiday Year 1 September 2025 – 31 August  
2026 and Special Holidays for the period 1 May 2025– 30 April 2026.**

On 1 September 2025, the new holiday year 2025/2026 started.

At the Department of Biology, we pre-register your holiday for the upcoming holiday year on the following dates:

**Holiday/Annual Leave:**

- 3 weeks in July 2026 (weeks 28-30)
- 1 week autumn break 2026 (week 42)
- 1 week around Christmas and New Year 2026 (22, 23, 28, 29, and 30 December).

**Special Holidays:**

- 2 days winter break 2026 (12-13 February)
- 3 days before Easter 2026 (30 – 31 March and 1 April).

Please note that the registration may vary depending on whether you have already registered holiday for 2026 or have taken more than 25 days of holiday in 2025. Check mitHR to see your specific registrations.

**If you have other holiday requests than the pre-registered, you can change your holiday in MitHR's self service after consulting with your immediate supervisor/manager.**

You can find guidance on how to navigate in MitHR on the [instruction page](#).

Or contact your absence administrator Emilia D. Hansen (Ecoinformatics, Genetic) at [emilia@bio.au.dk](mailto:emilia@bio.au.dk), Luna Damborg Hove (Zoophysiology) at [ldh@bio.au.dk](mailto:ldh@bio.au.dk), or Sissel Rønning at [sisron@bio.au.dk](mailto:sisron@bio.au.dk) (Microbiology and Aquatic Biology)

**Important:** Changes must be registered by the end of the month in which the planned holiday is scheduled. *Otherwise, the holiday will be considered as taken.*

**Info on holiday accrual:**

Read more on holiday accrual on the [Biology HR page](#).

Sekretariat, Inst.  
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On [mitHR](#), you can check how many holidays you have registered and accrued, and can take each month during the holiday year.

Any questions are welcome and may be directed to Emilia D. Hansen at [emilia@bio.au.dk](mailto:emilia@bio.au.dk), Sissel Rønning at [sisron@bio.au.dk](mailto:sisron@bio.au.dk), or Luna Damborg Hove at [ldh@bio.au.dk](mailto:ldh@bio.au.dk).

Best regards,

Anne-Mette Siem  
Head of Secretariat