



To salaried employees at the Department of Biology (VIP, TAP, PhDs, both internally and externally financed)

Holiday registration for the holiday year 1 September 2022 to 31 August 2023 and for the special holidays in the period 1 May 2022 to 30 April 2023

Date: 24 August, 2022

On 1 September 2022, the new holiday year begins. You accrue 2.08 holidays per month, i.e. 25 holidays in the period from 1 September 2022 to 31 August 2023. You may take your holidays in the period from 1 September 2022 to 31 December 2023 (16 months).

Maya Jepsen
Head of Secretariat
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In addition, you accrue five special holidays per year. The special holidays accrued in 2021 can be taken in the period from 1 May 2022 to 30 April 2023.

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On the AU website medarbejdere.au.dk [here](#) you may log in under "My Profile" (top right corner) and see how many holidays you have registered to be taken, have accrued and may take each month during the holiday year.

At the Department of Biology, we register your holidays and special holidays in the coming holiday year on the following dates:

Holidays:

- 3 weeks in July 2023 (weeks 28-30)
- 1 week autumn holidays 2023 (week 42)
- 1 week of holidays around Christmas and New Year 2023 (22 to 23 December and 27 to 29 December)

Special holidays:

- Two days winter holidays 2023 (13 to 14 February)
- Three days before Easter 2023 (3 to 5 April)

If you have other plans, please use the attached holiday registration form. On the form, you may fill in when you would like to take your holidays and special holidays in 2023.





Please return the completed form (with a copy to your immediate manager) **to the Secretariat no later than 30 September 2022 to:** Julie Frydenlund Christensen on jfc@bio.au.dk

If you have accrued full holiday entitlement, but you only partially complete the form, or do not complete it at all before the deadline, your 25 days of holiday and five special holidays will be registered on the dates above.

Please be aware that after 30 September 2022, the holiday schedule is considered as determined. **You may change your holiday schedule later (by agreement with your immediate manager). Please be aware that the Secretariat must be informed** (with a copy to your immediate manager) **on changes no later than by the end of the month of the scheduled holiday. Otherwise, the holidays will be considered as taken.** If you wish to change your holiday schedule, we must know on which alternative dates it will be taken. Normally it will not be possible to transfer holidays to the next holiday year.

If you have any questions, please contact Maya Jepsen on maj@au.dk.

Kind regards,

Hans Brix
Head of Department