

**For monthly salaried employees at the Department of Biology (faculty, administrative staff, PhD candidates, both regular and externally funded).**

**Registration of holiday for the Holiday Year September 1, 2023 – August 31, 2024, and Special Holidays for the Period May 1, 2023 - April 30, 2024**

On September 1, 2023, the new holiday year 2023/2024 started.

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

**Holiday:**

- 3 weeks in July 2024 (weeks 28-30)
- 1 week autumn break 2024 (week 42)
- 1 week holiday around Christmas and New Year 2024 (December 19 - 20, 23, 27, 30)

**Special Holidays:**

- 2 days in the winter break 2024 (February 12-13)
- 3 days before Easter 2024 (March 25-27)
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If you already know that you have other preferences, you can register your holiday yourself in [mitHR](#) or fill out the attached holiday form. In the form, you can specify your preferred dates for taking holiday and special holidays in 2024.

**You can fill out the enclosed form and send it to the secretariat** with a copy to your immediate supervisor **no later than October 30, 2023**: Julie Frydenlund Christensen (Ecoinformatics and Biodiversity, Genetics, Ecology and Evolution and Zoophysiology) at [jfc@bio.au.dk](mailto:jfc@bio.au.dk) or Sissel Rønning (Microbiology and Aquatic Biology) at [sisron@bio.au.dk](mailto:sisron@bio.au.dk).

**If you have accrued full holiday entitlement but do not or only partially fill out the form before the deadline, your 25 regular holiday days and 5 special holiday days will be scheduled for the periods mentioned above.**

Please note that holiday periods after October 30, 2023, are considered fixed.

**Changes to the scheduled holiday can be agreed upon with your immediate supervisor, but the secretariat must be informed of any changes** (with a

Sekretariat, Inst. Biologi.

Anne-Mette Siem  
Head of secretariat

Dato: 5. oktober 2023

Afs. CVR-nr.: 31119103

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copy to your immediate supervisor) **by the end of the month in which the scheduled holiday is registered. Otherwise, the holiday will be considered taken.** If changes are made, the dates on which the holiday is to be taken must be provided. Generally, it is not possible to carry over holiday to the next holiday year.

**Information about holiday accrual:**

You accrue 2.08 holiday days per month, totaling 25 holiday days in the period September 1, 2023, to August 31, 2024. You can take the holiday days between September 1, 2023, and December 31, 2024 (16 months).

Additionally, you earn 5 special holiday days per calendar year. Special holiday days earned in 2022 can be taken between May 1, 2023, and April 30, 2024.

In [mitHR](#), you can log in and see how much holiday you have registered, how much you have accrued, and can take each month in the holiday year.

Any questions are welcome and can be directed to Julie Frydenlund Christensen, [jfc@bio.au.dk](mailto:jfc@bio.au.dk) or Sissel Rønning [sisron@bio.au.dk](mailto:sisron@bio.au.dk).

Best regards,

Anne-Mette Siem  
Head of secretariat