

For monthly salaried employees at the Department of Biology (VIP, TAP, PhD students, both regularly and externally funded).

Registration of holidays for the Holiday Year 1 September 2024 – 31 August 2025 and Special Holidays for the Period 1 May 2024 – 30 April 2025

On 1 September 2024, the new holiday year 2024/2025 started.

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

Holidays:

- 3 weeks in July 2025 (weeks 28-30)
- 1-week autumn break 2025 (week 42)
- 1 week around Christmas and New Year 2025 (19 – 23 December and 29 – 30 December).

Special Holidays:

- 2 days of winter break 2025 (13-14 February)
- 3 days before Easter 2025 (14 – 16 April).

If you have other holiday requests than the pre-registered one, you can change your holidays in [MitHR's self-service](#) after consulting with your immediate supervisor.

You can find guidance on how to navigate in MitHR on the [instruction page](#). If you need further assistance, you can contact your absence administrator Sissel Rønning (Microbiology and Aquatic Biology) at sisron@bio.au.dk or Emilia D. Hansen (Ecoinformatics, Genetics, and Zoophysiology) at emilia@bio.au.dk.

Important: Changes must be registered no later than the end of the month in which the planned holidays are registered. *Otherwise, the holidays will be considered taken.*

Information about holiday accrual:

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

Sekretariat, Inst. Biologi.

Anne-Mette Siem
Head of secretariat

Dato: 13 January 2025

Afs. CVR-nr.: 31119103

Side 1/2



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

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Any questions are welcome and may be directed to Emilia D. Hansen, emilia@bio.au.dk or Sissel Rønning, sisron@bio.au.dk.

Best regards,

Anne-Mette Siem
Head of secretariat
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