

Procedure for holiday and absence at the Department of Civil and Architectural Engineering.

Holiday

The basic principle for holiday at the Department of Civil and Architectural Engineering (CAE) is that all paid days of holiday and special holiday earned by the employee must be taken within the holiday periods determined by legislation and collective agreements.

Holiday may only be transferred to the next holiday period or disbursed in exceptional cases. This must only be in case of holiday obstacle, which lasts until the end of 31 December for holiday and 30 April for special holidays, and the payment will follow the ordinary rules, just as transfer of 1st-4th holiday week. Heavy workload is not considered a holiday obstacle.

Ordinary holiday

2.08 days of ordinary holiday are earned every month from September to August – 25 days in total. The holiday must be taken in whole days and is available from the month following the one in which it was earned.

The holiday may be taken from the 1st of September to the 31st of December in the following year (16 months ahead), i.e. four months into the new period in which holiday is earned.

It is not possible to take paid ordinary holiday before it is earned.

Special holiday

0.42 days of special holiday are earned every month from January to December – 5 days in total. The holiday may be taken in whole or partial days and is available from the 1st of May in the year following the year in which it was earned.

The holiday must be taken in the period from May 1st to April 30th.

Holiday without pay

Employees are entitled to 25 days of holiday during a year. If the employee has not earned 25 days of paid holiday, the employee has the right to take holiday without pay until their total days of holiday with and without pay together constitute 25 days. Holiday without pay is not standard registered, and the employee must therefore report when they are taking these days off.

The right to take special holidays only applies if these days have been earned with pay.

Holiday planning

As a standard, holiday is taken based on the fixed standard holiday periods (see periods in the next section). The specific dates will vary from year to year, and will be published on the Department's website.

If an employee has not earned enough days of holiday to take a whole holiday period (e.g. if they became employed in the middle of the holiday year, have changed their



holiday etc.), the period is partially registered with the holiday available to the employee starting on the 1st day of the given holiday period.

If you wish to change your holiday to something other than the standard holiday period, it must be agreed with your immediate supervisor, who must be cc'ed in the email along with your head of section to fravaer@cae.au.dk.

The employee must contribute to informing and ensuring that the days of holiday taken correspond to the days of holiday earned.

You can find an overview of holiday accrual by clicking on "My Profile" at <https://medarbejdere.au.dk/en/>. After login, select "Holiday and absence". Please note that **only days of holiday taken** are included in the overview. Therefore, planned future holiday must be deducted from the holiday balance stated.

Standard holiday periods

Ordinary holiday

- Week 42
- Four days in connection with Christmas/New Year
- One day after Ascension
- Three weeks in July

Special holidays

- Two days in week 7
- Three days before Easter

Special holidays

Special holidays are held in a separate period (1st of May to 30th of April). The standard registration takes the separate period into account, but if the holiday is taken outside the standard periods, the employee must help inform and ensure that the special holidays are taken within the applicable deadline.

Changing holiday

Employees can change their reported or standard registered holiday at any time if the following prerequisites are met:

- The employee must state when the holiday they wish to move should be held instead.
- The number of holiday days to be deleted must be equal to the number of holiday days you wish to register, and vice versa.
- The change must be reported before the date of the holiday that is to be moved
- The change must be reported before the date the holiday should be moved to

Changes in holiday must be agreed with your immediate supervisor and sent to fravaer@cae.au.dk with your immediate supervisor and head of section on cc.

Holiday on termination of employment

In connection with termination of employment, any holiday residual may per standard not exceed the number of holiday days that would have been residual if the employee had followed the standard holiday periods.

Follow-up on taken holiday

It is the responsibility of the individual employee, in collaboration with their immediate supervisor and head of section, to ensure that all paid holiday is taken within the holiday periods determined by legislation and collective agreements.

During the course of the holiday year, the local holiday and absence administrator will carry out a number of status checks of holiday taken by employees. If any discrepancies are identified during these checks, the holiday and absence administrator will contact the employee, their immediate supervisor and head of section, who must then find a solution to the discrepancy as soon as possible and report the solution back to fravaer@cae.au.dk.

Important dates in the holiday year

- *1st of September*; new holiday year begins
- *Early September*; an email will be sent with dates from the standard holiday and notification of holiday
- *31st of December*; deadline for taking remaining holiday from the previous holiday year
- *30th of April*; deadline for taking special holidays
- *1st of May*; allocation of new special holidays

Holiday in connection with maternity/paternity leave

Before the planned maternity/paternity leave, the employee must have drawn up a plan for when the already earned holiday can be held, as a starting point before the commencement of the maternity/paternity leave. The plan must also include dates for when the holiday the employee earns during the maternity/paternity period should be held. The plan must be approved by the employee's head of section and sent to fravaer@cae.au.dk. Remember to put the head of section cc in the email. If there is any doubt about the number of holiday days available to the employee, it can be seen at mearbejdere.au.dk as described above. The employee can also contact the Department's absence administrator at fravaer@cae.au.dk.

Illness and other types of absence

Illness and other types of absence (childcare day, child's sickness day etc.) must be reported to your immediate supervisor and the department absence mailbox (fravaer@cae.au.dk) no later than the morning of the day of your absence.

On your first day back to work, you must also inform your immediate supervisor and the department's absence mailbox (fravaer@cae.au.dk).

NOTE! The above does not apply to flextime agreed individually between the employee and the immediate supervisor.