

**Fra:** Institut for Elektro- og Computerteknologi  
**Til:** #ECE Alle  
**Emne:** The beginning of a new holiday year and closing of the old

Dear all,  
The new holiday year 2023-2024 began on 1 September 2023.

As a general rule, holiday is taken based on the fixed standard holiday periods (see standard periods below).  
If you do not have enough days of holiday for the standard registered holiday period, your holiday is partially registered with the days of holiday available.

Please notice that you must reschedule your holiday plans if you deviate from the standard holiday periods in the period 1 September 2023 to 31 December 2024.

This means that if you wish to change the standard holiday periods, it is your responsibility to make these changes in MitHR, before the holiday begins.

Please change the dates in the already registered holidays, instead of deleting and creating a new one.

Holidays can only be rescheduled before the beginning of the planned holiday and as long as the attached procedure and requirements are met.

Guides for [MitHR](#)

Read more about ECE's holiday procedure on our [Staff Portal](#)

### **Standard holiday periods 2023/2024**

Ordinary holidays

- 27, 28 and 29 December 2023 (3 days of holiday around Christmas and New Year)
- 13- 14 February 2024 (2 days of holiday in week 7)
- Weeks 28-29-30-31 2024

Special holidays

- 15-16 February 2024 (2 days of holiday in week 7)
- 25, 26 and 27 March 2024 (3 days of holiday in Easter)

### **Remaining holiday from 2023:**

The days of holiday which you have earned between 1 September 2022 and 31 August 2023 must be used before December 31. 2023.

Please register these remaining days of holiday before 15 October 2023.

On 15 October 2023 all remaining days of holiday from the holiday year of 2022/2023 will be registered in connection with the Christmas holidays

Guide: [See how many holidays you have to spend before 31 December 2023](#)

Should you have other questions regarding the Danish Holiday Act, please find information:

<https://medarbejdere.au.dk/en/administration/hr/holiday/>

Do you still have unanswered questions, please contact [fravaer@ece.au.dk](mailto:fravaer@ece.au.dk).

Best regards,

Mikael Bergholz Knudsen, Head of Department,  
and the ECE Secretariat