Dear all,

The new holiday year 2022-2023 will begin on 1 September.

As a general rule, holiday is taken based on the fixed standard holiday periods (see standard periods below).

Please notice that you must inform about your holiday plans if you deviate from the standard holiday periods in the period 1 September 2022 to 31 December 2023. This means that if you wish any changes the standard holiday periods, it is your responsibility to inform us before the holiday begins.

See the attached document or website for ECE's holiday procedure.

How to inform about your holiday if you deviate from the standard holiday:

1. You must send an email to fravaer@ece.au.dk, and inform about your planned holidays. Remember to agree on your holiday plans with your immediate supervisor and CC your immediate supervisor and head of section in the email to fravaer@ece.au.dk.
2. Holidays can only be rescheduled before the beginning of the planned holiday and as long as the attached procedure and requirements are met.

If you have not earned enough days of holiday to take a whole holiday period (e.g., if you became employed in the middle of the holiday year, have changed your holiday etc.), the period is partially registered with the holiday available.

Please go to https://medarbejdere.au.dk/en/ and click on “My Profile” at the top right corner if you wish to see your number of holidays.

Standard holiday periods 2022/2023

Ordinary holidays
• 23, 27, 28, 29 and 30 December 2022 (5 days of holiday around Christmas and New Year)
• Weeks 28-29-30-31

Special holidays
• 16-17 February 2023 (2 days in week 7)
• 3-5 April 2023 (Monday to Wednesday before Easter)

Please be aware of your remaining holiday in 2022
Please be aware that any remaining holidays from the current holiday year must be taken no later than 31 December 2022. In case of holidays not yet taken, you will receive a notification (ferievarsling) that any remaining holidays will be registered for November/December 2022.

Employees with end of contract during the holiday year must inform about holidays until the end of their contract.

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.

Best regards,

Mikael Bergholz Knudsen, Head of Department
and the ECE Secretariat