

Procedure for vacation and absence at the Department of Electrical and Computer Engineering.

Holiday

The basic principle for holiday at the Department of Electrical and Computer Engineering (ECE) 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 be transferred to the next holiday period or disbursed only in exceptional cases of holiday hindrance, and the decision must be approved by the head of section and/or head of department. Heavy workload is not considered a holiday hindrance.

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 1 September to 31 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 ordinary paid 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 1. May in the year following the year in which it was earned.

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

It is not possible to take special holiday before it is earned.

Holiday without pay

Employees are entitled to 25 days of holiday during the 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

Holiday is taken based on established standard vacation periods (see periods in the next section).

If an employee has not earned enough days for taking a full holiday period (due to employment in the middle of the holiday year, changed holiday scheduling, or other reasons), the period is partially registered with the holiday the employee has available.

Changes to the standard registration periods must be made in MitHR, where the holiday period can be moved. Deleting holidays is not acceptable. Changes must be approved by the head of section.

It is the employee's responsibility to ensure that the days of holiday taken correspond to the days of holiday earned.



An overview of your holidays can be found on MitHR. See guides below

[Here you will find your registered holiday](#)

[Here you will find your holiday balance, as well as other balances](#)

[Here you will find the vacation days that must be taken by the end of the year](#)

Standard registered holidays periods

Holidays:

- Week 28-29-30-31
- 1 week of vacation around Christmas and New Year (alternatively, several days in week 7)

Special vacation days

- Week 7 (2 days)
- Monday to Wednesday before Easter (3 days)

Special holidays

Special holidays are taken in a separate period (May 1 to April 30). Standard registration takes the separate period of use into account, but if special holidays are taken outside standard periods, it is the employee's responsibility to ensure that they are taken within the applicable deadline.

Changing holidays

Employees can change the standard registered holidays at any time if the following conditions are met:

- The change must be registered **before** the holidays begins. At the same time, a new vacation period must be specified, and the number of vacation days to be changed must be equal to the number of registered vacation days.
- Changes must be made in MitHR and approved by the head of section.

Follow-up on holiday taken

It is the individual employee's responsibility, in collaboration with the immediate supervisor and head of section, to ensure that all paid holiday is taken within the legal and agreement-defined holiday periods. The local holiday and absence administrator will perform several checks on employees' holiday utilization/status during the holiday year. If discrepancies are identified during these checks, the holiday and absence administrator will contact the employee, their immediate supervisor, and head of section, who must promptly find a solution to the discrepancies and report the solution back to fravaer@ece.au.dk.

Notice of holiday in connection with resignation

Upon resignation, the unused vacation is settled with Feriengengeinfo. There will always be a settlement of 2.08 vacation days earned in the last month of employment, as vacation must not be taken in advance. The vacation and absence administrator compiles a monthly list of employees resigning four months ahead and checks that vacation is taken regularly to avoid settling a large remaining vacation.

Important dates in the Vacation Year

- September; start of the new vacation year
- The secretariat regularly registers vacations as per the above
- April 30; deadline for taking special vacation days



- May; allocation of new special vacation days
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Illness and Other Absences

Illness and other absences (care day, child's sick day, etc.) must be registered in MitHR, no later than the morning on the day of the absence.

It is important that the registration takes place on the day, as this has a significant impact on claims for compensatory leave.