

Dear DAC colleagues!

The new holiday year (running from May 1<sup>st</sup> to April 30<sup>th</sup> the following year) is approaching rapidly. As you may recall, you are required to give notice, 3 months in advance, of when you wish to take your main holiday. Therefore, I would like to ask you to turn your attention towards the holiday matrix for the holiday year to come.

After a hearing in FSU (The Joint Liaison Committee at Faculty Level) last year, a standard holiday procedure for members of the academic staff was established. This year, we will be following the faculty matrix, with the main purpose of making sure that all employees actually get to enjoy the number of holidays that they have accumulated, and that we are always in control of the holiday registration. Furthermore, we will also include the administrative staff in the holiday matrix. Thus, we are able to use the matrix to ensure that a full holiday schedule is registered for all employees, at all times. This is how it works: All holidays are registered in advance, using the matrix as a default. This registration can only be changed due to a request made by an employee. In that case, the employee should also state when he/she would like to take his/her holiday.

#### **Holiday matrix for ARTS, 2013/2014**

The 'ordinary' holidays will, per default, be registered as follows:

Summer holiday: Three days in week 28 (July 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>, 2013) and the entire weeks 29, 30 and 31.

Autumn break: Week 42 (October 14<sup>th</sup>-20<sup>th</sup>, 2013)

Christmas holiday (December 27<sup>th</sup> and 30<sup>th</sup>, 2013)

#### **The 'special holidays' will, per default, be registered as follows:**

Winter break: 2 days in week 7 (February 10<sup>th</sup> and 11<sup>th</sup>, 2014)

Easter break: 3 days (April 14<sup>th</sup>, 15<sup>th</sup>, and 16, 2014)

*In case you wish to re-schedule your holiday, please contact your 'intimate superior', that is to say, either the director of your degree programme ('uddannelsesleder') or the Head of Secretariat, in order to ensure that your re-scheduled holiday will not collide with scheduled classes and/or any other necessary tasks, and also to state when you would like to take your holiday.*

The new holiday schedule should then be sent to one of the secretaries below, together with a remark, stating which mid-level manager has approved of the re-scheduling:

Kassernen: Anne Overballe

Katrinebjerg: Mette Schæfer Kristiansen

Nobelparken: Ethel Møller

Due to the amount of time that the administration will have to spend on registration/re-scheduling, requests regarding re-scheduling of the summer holiday (main holiday) should be submitted **no later than June 1<sup>st</sup>**! Re-scheduling of any other holidays can take place at any given time. I would like to add, however, that re-scheduling cannot be done retrospectively. If you have not applied for re-scheduling, prior to the time when your holiday should have begun, as registered in the default matrix, re-scheduling will no longer be possible!

Best Wishes

Niels.