

Regarding earned holidays and special holidays for the holiday year 2017-2018

During the holiday year to come (1.5.2017-30.4.2018), all staff members of the school, including PhD students, postdocs, project employees and research assistants will, quite as usual, be registered as taking 5 weeks of earned holiday, plus 5 special holidays (provided that these have been accumulated). This is in order to live up to the request of the university senior management board that both ordinary and special days of holiday must be taken before the end of the holiday year. The suggestion below does not affect the rights of each staff member, in accordance with the Danish Holiday Act and the Holiday agreement. For more information regarding the AU rules and guidelines for taking holiday, please see:

<http://medarbejdere.au.dk/en/administration/hr/holiday/taking-holiday/>

The matrix below, which has been agreed upon by the joint union representative, is our suggestion as to when you might take your holiday. The main purpose of the holiday matrix is to ensure that all staff members take the number of holidays that they have earned, and to make it possible for us to always stay in control of the holiday registration. Unless we are told differently, we will be using the matrix for pre-registration of holidays. However, the holiday registration can always be changed, as long as we are informed when the staff member in question would like to take his/her holiday.

Holiday matrix for CC 2017/2018:

If nothing else is agreed upon, the 5 weeks of ordinary, earned holiday will be registered as follows:

Summer break: Weeks 28, 29, 30 & 31 (The period of July 10th - August 6th 2017)
Autumn break: Week 42 (October 16th – 22th 2017)

Likewise, the 5 special holidays* will be registered as follows, provided that nothing else is agreed upon:

Christmas holidays: 2 days (December 28th & 29th 2017)
Easter holidays: 3 days (March 26th, 27th and 28th, 2018)

*Note that the employee is not required to schedule the 5 special holidays prior to January 1st, 2018. After that date, the school can and will require the staff member to take the special holidays.

In case you wish to change this registration, please contact your immediate supervisor. This is partly to ensure that your holiday does not collide with teaching and/or any other tasks that need to be carried out, and partly to inform your supervisor when you would like to take your holiday. Due to the registration and the time consumption related to this, the deadline for informing us of your wishes regarding re-scheduling of the summer break (the main holiday) 2017 is **June 1st, 2017**. Any other holidays can be re-scheduled at any given time. However, re-scheduling cannot take place retrospectively. If you have not requested re-scheduling before the time when your holiday is scheduled to begin (according to the matrix), the holiday is considered taken. Staff member, who, as an exception, wish to carry holidays over into the next holiday year should also contact their immediate supervisor.

Changes are sent to the local holiday registrant:

Kasernen: Anne Overballe
Katrinebjerg: Mette Schæfer Kristiansen
Nobelparken: Ethel Møller