School of Communication and Culture: Holiday schedule for 2026-2027

In accordance with the current Danish Holiday Act, the holiday schedule for the period from 1 September 2026 to 31 December 2027 is outlined in the matrix below.

The main aim of the holiday matrix is to ensure that everyone takes the holidays they are entitled to and that all holidays are registered correctly. Unless otherwise agreed, holidays will be pre-registered in mitHR according to the matrix.

The holiday schedule applies to all staff members at the school who accrue paid holiday – that is, salaried staff, irrespective of the number of hours, including employed PhD students (5+3 programme and part B of the 4+4 programme).

According to the current Danish Holiday Act, staff members accrue 2.08 days of holiday per month of employment in the holiday year, which runs from 1 September to 31 August. This corresponds to 25 days of holiday – five weeks – per holiday year. The days of holiday are accrued at the end of the month and can be taken from the first day of the following month. Three months' notice can be given for the main holiday and one month's notice for the remaining holiday.

In addition, 0.42 special days of holiday are accrued per month of employment within a calendar year, equivalent to five days per year. Special days of holiday are available from 1 May of the year following the year in which they are accrued and can be taken up until 30 April of the subsequent year.
If the dates have not been agreed upon, one month's notice can be given for special days of holiday, but only after 1 January of the period in which they must be taken.

The Danish Holiday Act and AU's guidelines for taking holiday can be found here: https://medarbejdere.au.dk/en/administration/hr/holiday-1

Please note: The specific periods during which the holiday must be taken, as listed on the staff portal, apply unless otherwise agreed upon or scheduled locally. At the School of Communication and Culture, the schedule below applies.

Holiday matrix for the School of Communication and Culture for the period from 1 September 2026 to 31 December 2027

Holidays are scheduled and registered as follows:		
Autumn holiday 2026	Week 42 (12 - 18 October 2026)	5 days
Christmas holiday 2026	29 and 30 December 2026	2 days
Easter holiday 2027	22 - 24 March 2027	3 days
Summer holiday 2027 (main holiday)	Weeks 29, 30 and 31 (19 July – 8 August 2027)	15 days
Autumn holiday 2027	Week 42 (18 - 24 October 2027)	5 days
Christmas holiday 2027	29 and 30 December 2027	2 days

Special days of holiday
The special days of holiday accrued in the calendar year 2025 can be taken in the period from 1 May 2026 to 30 April 2027.

The special days of holiday accrued in the calendar year 2026 can be taken in the period from 1 May 2027 to 30 April 2028.

If the days have not been taken by 1 January in the special holydays period, and if no agreement or registration for taking them by 1 May has been made, we will notify you at the beginning of January that they must be taken in week 7 (during winter school holiday).

Please note: Most of us have chosen to take the special days of holiday in connection with the summer holiday or during the Christmas and New Year period, or at another suitable time. However, the Danish Holiday Act prevents us from requiring this in advance. Everyone is nevertheless very welcome to agree this with their immediate manager and then ask the local leave administrator to register the special leave days in connection with the summer or Christmas holiday period, or at another time within the leave period running from 1 May in the year following accrual until 30 April of the subsequent year.

Particularly for academic staff (VIP) who act as thesis supervisors: Under the Examination Order, the month of July is now included in the four-week assessment period. It is therefore especially important that any special leave days are agreed with the immediate manager in advance.

Changes to scheduled or agreed holiday
If you want to change a pre-registered holiday, you need to arrange a new date and contact your immediate manager to ensure that the change does not conflict with teaching activities and other duties.

To assist us in planning the summer period, please inform your holiday registrar of any wishes for changes to your 2025 summer holiday no later than **1 June 2027**.

Other holidays can be changed at any time before the scheduled holiday begins. It is not possible to change the dates of your holiday retrospectively. If you have not requested a change before the scheduled start of the holiday, the holiday will be considered to have been taken.

For temporary positions, accrued holidays can only be rescheduled to a date within the employment period.

If, in exceptional cases, you need to transfer (days from) the fifth holiday week to the next holiday period, this can be arranged by agreement with your immediate manager and by submitting this form to the holiday registrar (preferably in good time) before 31 December.

Changes must be reported to the local holiday registrar, who can also provide information about your holiday balance:

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Katrinebjerg:	Mette Schæfer Kristiansen: fravaer.katrinebjerg@cc.au.dk
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