

Holidays and special holidays in the 2023/2024 holiday year

As of 1 September 2020, concurrent holiday rules were introduced for all members of staff. Special days of holiday are earned in the usual fashion, and can be taken as usual between 1 May and 30 April the following year.

At the meeting of the local liaison committee on 2 September 2020, it was agreed that the School of Communication and Culture should try to stick to normal practice by including the five special days of holiday in this period.

The following holiday matrix applies to all staff at the school, including PhD students, postdocs, project staff, administrative staff and research assistants. In the absence of any other agreement, the register will state that all staff take five weeks of holiday plus five special days of holiday (if they have been earned). This proposal does not affect the rights of staff under the Danish Holiday Act (*Ferieloven*) and the holiday agreement (*Ferieaftalen*) in terms of when they take their holiday. You will find more information about AU's holiday guidelines and rules at: <https://medarbejdere.au.dk/en/administration/hr/holiday/taking-holiday-and-special-holidays>

We suggest that you take your holiday in accordance with the following matrix, which has been discussed with the relevant liaison committees. The main aim of the holiday matrix is to ensure that everyone takes the holiday to which they are entitled, and that the holiday register is updated correctly. In the absence of any other information, we will pre-register your holiday based on the matrix. However, it is possible to change these dates providing that staff announce the new dates of their holiday and observe AU's rules about earning and taking holidays.

Holiday matrix for the School of Communication and Culture 2023/2024:

Your standard weeks of holiday will be registered as follows:		
Autumn holiday 2023	Week 42 (16-22 October 2023)	5 days
Christmas holiday 2023	28 & 29 December 2023	2 days
Easter holiday 2024	25-27 March 2024	3 days
Summer holiday 2024	Week number 28, 29, 30 (8 July-28 July 2024)	15 days
Total		25 days
Særlige feriedage * registreres på følgende dage, hvis ikke andet aftales:		
Summer holiday 2024	Week number 31 (29 July-4 August 2024)	5 days
Total		5 days

If you want to change these dates, please contact your line manager to ensure that any changes do not result in a clash with teaching activities and other duties – and to arrange a new date for your holiday. Please inform your holiday registrar of any wishes regarding changes in your 2023 summer holiday (your main holiday) **no later than 1 June 2024**. This will enable us to register your holiday in time.

You can move the rest of your holiday any time you like. Please note that it is **not** possible to change the dates of your holiday retrospectively. If you do not ask to change the dates of your holiday before the start of the period in which this holiday has been registered in accordance with the matrix, you will be deemed to have taken your holiday as stated in the register. In exceptional circumstances, you may be able to transfer your holiday to the following year (please ask your line manager about this).

Please send any changes to your holiday registrar:

Kasernen: Anne Overballe
Katrinebjerg: Mette Schæfer Kristiansen
Nobel Park: Caroline Guldborg