

Procedure for holiday and absence at Department of Biological and Chemical Engineering

mitHR

mitHR is AU's common digital HR solution. One of the functions handled in mitHR is holiday and absence administration. Employees have the option of self-service in mitHR. This means that employees can, among other things, request holiday changes directly in the system, as well as register illness and other types of absence.

The recommended browser for mitHR is Google Chrome. If you use other browsers, you may, among other things, experience problems with the guides.

Below is a link to the mitHR's front page, where information about the system and its use can be found. You will also find links to the most commonly used guides.

Please note that if the guides differ from the BCE procedure, it is the BCE procedure that you must follow.

- [mitHR front page](#)
- [How to see registered holiday and absence in mitHR](#)
- [How to see your holiday balance and other balances](#)
- [How to request holiday and absence in mitHR](#)
- [How to request a change of registered holiday and absence](#)
- [How to register illness and when you are well again](#)
- [Access to mitHR from private PC and phone](#)

Please note! All the descriptions in the guides will appear in English if you select English using the language icon at the top of the guides. The screenshots will remain in Danish.

Holidays

The basic principle for holidays at Department of Biological and Chemical Engineering (BCE) is that all ordinary and special holidays with pay must be taken within the legislative and contractual holiday periods.

Only under special circumstances, can holidays be transferred to the next holiday period or received as a payment. The reason must be a holiday obstacle, lasting until 31st December for ordinary holidays and 30th April for special holidays. In those cases pay-out will follow the standard rules, and so will transfer of the holiday weeks 1-4. Business cannot be considered as a holiday obstacle.

Ordinary holidays

2,08 holidays are earned each month from September to August – 25 days in total.

The holidays must be taken in whole days, and they are available from the month following the month, in which they were earned.



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The holidays can be taken from the 1st of September to the 31st of December in the following year (period of 16 months), meaning 4 months into the new earning period.

Special holidays

0.42 holidays are earned each month from January to December – 5 days in total. The holidays can be taken as whole or as partial days. They are available from the 1st of May following the year, in which they were earned.

The holidays must be taken in the period between the 1st of May to the 30th of April.

Holidays without pay

Employees have the right to 25 ordinary holidays during a holiday year. If the employee has not earned 25 ordinary holidays with pay, he/she has the right to take holidays without pay. The ordinary holidays held with and without pay cannot exceed 25 days in total.

Holidays without pay are not standard registered, and the employee must therefore request taking these holidays in mitHR. The request follows the same procedure as for changing standard holidays (see section "Changes to holiday plan").

If an employee wants to take holidays without pay in addition to the 25 legislative holidays, the request must be sent by email to fravaer@bce.au.dk. Approval from daily manager must be included in the email and is a requirement for the registration.

The right to take special holidays only applies to special holidays with pay.

Taking holidays in advance

In special cases BCE allows employees to take up to 2 ordinary holidays in advance. This means that holidays can be taken in the month in which they are earned.

Employees cannot themselves register holidays taken in advance in mitHR. Therefore, in cases where holidays will be taken in advance, the employee must send an email to fravaer@bce.au.dk. The email must contain information about the requested holiday, information about holiday(s) to be moved/deleted (if any), and an approval of the above from the daily manager.

The deadlines for the request follow the same procedure as for changing standard holidays (see section "Changes to holiday plan").

Holiday planning

Holiday planning is based on fixed standard holiday periods (see the periods in next section). The precise dates varies from year to year and will be published on the department's [employee portal](#), and via mail to the department's employees.

If an employee has not earned enough holidays for a whole holiday period (for example due to employment in the middle of the holiday year), the period will be partly registered with the available earned holidays. The holidays are registered from the first day in the holiday period, until the employee has no more available holidays with pay (for standard holidays in the days leading up to Easter, however, registrations are done so that the standard holiday is taken up to Maundy Thursday).

Standard holiday periods

Ordinary holidays

- Week 42
- During Christmas, 4 days
- The day after Ascension Day
- 3 weeks of summer holiday

Special holidays

- 2 days in week 7
- 3 days before Easter

Special holidays

Special holidays are taken in a separate period (1st May to 30th April). The standard registration takes this into account. If an employee wishes to change registration of special holidays he/she must contribute to making sure that the special holidays are taken within the current special holiday period.

Changes to holiday plan

Employees can always change reported or standard registered holidays, but only if the requirements below are fulfilled:

- The change must be reported *prior* to the holiday(s) that should be changed
- The change must be reported *prior* to the date, which the holiday(s) should be changed to
- The number of holidays that should be registered, must at least be equal to the number of (standard) holidays to be deleted
- In mitHR you must indicate in the commentary field that your daily manager has approved your request

If you wish to change holidays that has already been registered, you must agree on this with your daily manager and request it in mitHR. The BCE Secretariat is responsible for approving or rejecting holiday and absence requests.

When the secretariat approves a request, it does so on the condition that you have made sure to agree on the request with your daily manager. Therefore, when requesting holidays, you must indicate in the commentary field that your daily manager has approved the request. The manager's approval is a condition for the secretariat to approve your holiday request.

If your holiday request is so extensive that it cannot be done via a single request in mitHR, you can do the first part in mitHR, and write the remaining changes in the commentary field. Alternatively, you can send an email to fravaer@bce.au.dk stating the entire holiday change/request.

NB! Your holiday request is not valid before you receive an approval in/from mitHR. If your request is rejected, the original holiday(s) will still apply. If necessary, consider the reasons for the rejection and request again.

Holidays before end of contract

As a general rule, when an employee ends his/her contract, the remaining holidays must not exceed the number of holidays that would be left, if the standard holiday periods had been followed.

Follow-up on holiday spending

It is the responsibility of the individual employee, in cooperation with daily manager and section manager, to secure that all holidays with pay are taken within the legislative and contractual holiday periods.

Holidays and maternity/paternity leave

As a general rule, prior to maternity/paternity leave, the employee must make a plan for how to take earned holidays. The plan must be approved by daily manager and requested in mitHR. The premise and procedure for approval of the holiday plan is similar to the description in the section "Changes to holiday plan".

In case of doubt, please contact fravaer@bce.au.dk.

Important dates during the holiday year

- *Ultimo August*; mail to BCE employees about the new holiday year and notification about new standard holiday periods. BCE's staff portal will also be updated with the information
- *1st of September*; new holiday year begins
- *1st of October*; notifications to employees, daily managers, and section managers, about employees, with remaining unplanned holidays from the previous holiday year. The holidays must be taken no later than 31st of December
- *31st of December*; deadline for taking leftover holidays from previous holiday year
- *1st of March*; information to employees, daily managers, and section managers, about employees with remaining, unplanned special holidays. The special holidays must be taken no later than 30th of April
- *30th of April*; deadline for taking special holidays
- *1st of May*; new special holidays become available

Please note that the above holiday procedure do not apply to flextime, which is agreed individually between the employee and daily manager.

Sickness and absence

You must inform daily manager about sickness and other types of absence (childcare days, child's sick day, etc.) in the morning, on the first day away from work. Furthermore you must also register in mitHR. If the end date of the absence is unknown, this must be indicated when registering in mitHR.

On the first day back at work, you must inform your daily manager, and in case of absence without a known end date, the absence registration must be finalized in mitHR.

The employee must be aware of which types of absence he/she cannot register in mitHR. All types of absence that an employee cannot register in mitHR must be reported to fravaer@bce.au.dk (see overview [here](#), in Danish).

It is possible to access mitHR from your own PC or mobile phone. Find a link to the instructions in the section "mitHR".

Long-term sick leave (more than 14 days) must always be reported to your daily manager and fravaer@bce.au.dk.

BCE LSU adopted the procedure on 10 February 2023