

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

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 holiday week 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.

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.

It is not possible to take ordinary holidays with pay before they have been earned.

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. Therefore it is important that the employee inform about taking the days.

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

Holiday planning

Holiday planning is based on fixed standard holiday periods (see the periods in next section). The precise date vary from year to year and will be published on the departments [employee portal](#), and through 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.

Changing holidays from the standard registration must be agreed with supervisor and he/she, plus the section manager must be cc. in the mail to fravaer@bce.au.dk (see more in the section below).

The employee must contribute to inform about, and make sure that, the earning and spending of holidays match.

An overview of holiday earnings can be found by clicking at "My Profile" at medarbejdere.au.dk. After logging in choose "Holiday and absence". Please notice that only already taken holidays are part of the overview. Planned, future holidays must therefore be deducted from the shown holiday balance.

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 deleted, must be equal with the number of holidays that will be registered instead

Holiday changes must be agreed on with the supervisor, and forwarded to fravaer@bce.au.dk. Supervisor and section manager must be cc. in the mail.

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 supervisor and section manager, to secure that all holidays with pay are taken within the legislative and contractual holiday periods.

During the holiday year, the local holiday- and absence administrator will frequently control the employee's spending and holiday status. The employee, the supervisor, and the section manager will be contacted, if the administrator identifies discrepancies. These three persons must quickly find a solution to the specific case, and inform fravaer@bce.au.dk.

Important dates during the holiday year

- *Medio 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, supervisors, 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, supervisors, 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

Holidays and maternity/paternity leave

As a general rule, prior to the maternity/paternity leave, the employee must make a plan for how to take earned holidays. The plan must be approved by supervisor and forwarded to fravaer@bce.au.dk, with supervisor and section manager cc. in the mail. If there is doubt about the number of holidays that must be planned, the information can be found in the holiday overview at medarbejdere.au.dk. The local holiday and absence administrator can also be contacted on fravaer@bce.au.dk.

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



Sickness and absence

You must inform supervisor and fravaer@bce.au.dk about sickness and other types of absence (childcare days, child's sick day, etc.) in the morning, on the first day away from work.

On the first day back at work, you must again inform your supervisor and fravaer@bce.au.dk.

BCE LSU adopted the procedure on 2022.05.05