

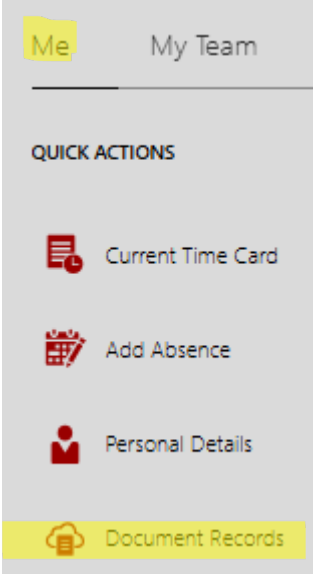
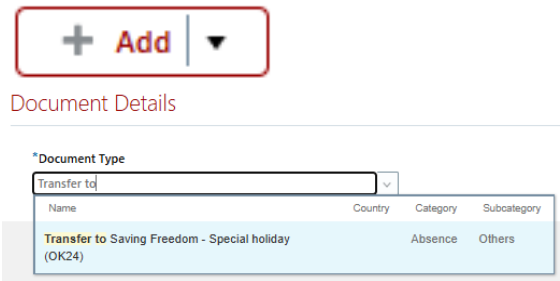
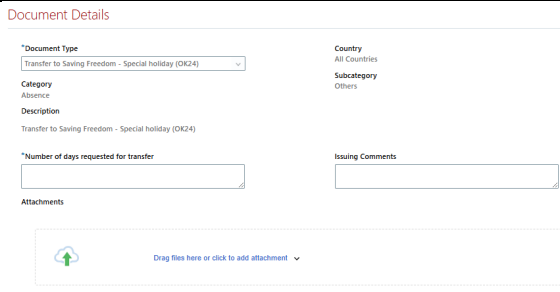



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|---------------------|---|---|
| <b>Category</b>     | DTU Fusion – employee guideline                                       |  |
| <b>Subject</b>      | M15 – Request for transfer of Saved freedom – Special holidays (OK24) |   |
| <b>System owner</b> | Corporate HR  |   |
| <b>Date</b>         | 29.10.25  |   |

The guide describes how you as an employee can request transfer of special holidays to the savings scheme for Saving Freedom (OK24) which you can read more about on DTU Inside.

| Step   | Explanation   | Navigation   |
|--|---|--|
| Open DTU Fusion  | Open DTU Fusion in Google Chrome!<br><a href="#">Click here</a>   |    |
| Choose Me and Document records                         | Click on "Me" and then choose "Document records" under Quick Actions.   |   |
| Select document type                                   | Click "Add" in the right side of the screen.<br><br>Click on the drop-down menu and choose the document type <b>"Transfer to Saving Freedom – Special holiday (OK24)"</b> |  |
| Fill out document details                              | Fill out document details.  |  |
| Select Submit  | Click "Submit" to send your request to HR.  |  |
| Your request is now sent to HR for further processing. |   |  |