



Adopted by the Cooperation and Joint Consultation Committee on 23 March 2020

## **Guidelines for holidays and special days of holiday as at 01 September 2020**

The Cooperation and Joint Consultation Committee (*HSU*) has unanimously adopted these Guidelines for holidays and special days of holidays for employees at DTU.

The guidelines have been agreed within the framework of the Danish Holiday Act (*Ferieoven*) and the holiday agreement.

DTU is obliged to ensure that all employees take minimum four weeks of holiday annually. It is expected that all accrued holidays and special days of holidays will be taken and that holidays will only be transferred in exceptional cases.

### **Holidays**

#### **Holiday accruals**

As a salaried employee, you continuously accrue 2.08 days of holiday for each month of employment during the holiday year (the period from 1 September to 31 August of the following year). This is equal to 25 days of holiday per holiday year. The holiday may be taken immediately after the month in which it has been accrued.

The 25 days of holiday are equal to five weeks of holiday with pay per holiday year. Each holiday week corresponds to your average working hours.

#### **Taking of holidays**

The holiday period is a 16-month period from 1 September to 31 December of the following year. Accrued holidays can be taken during this period.

As a general rule, the main holiday consisting of 15 days of holiday is taken in the period mid-June to mid-August. The remaining days of holiday may be distributed throughout the year.

In September each year, DTU gives notification of the main holiday to be taken in July of the following year. If you do not wish to take your main holiday during the period of which you have been notified, you must inform your manager of when you alternatively wish to take your main holiday. If you wish to change the agreed main holiday later on in the holiday year, you may enter into a new agreement on taking of holidays with your immediate manager until mid-March.

If you are a new employee and you have not been employed for the whole holiday year (from 1 September) and have therefore not accrued 15 days of holiday with pay



for the main holiday, you will be given holiday notification for the number of days that you have accrued.

### **Holiday in advance**

Holiday in advance is paid holiday taken before the holiday has been accrued.

It is possible to take holiday in advance—consisting of up to 10 days of holiday—by written agreement with the immediate manager. It is a condition that the holiday can be accrued within the same holiday year.

If you leave your position at DTU before the holiday has been accrued, DTU will set off the holiday taken against your salary or outstanding holiday pay claim.

### **Remaining holiday**

If there are more unused paid days of holiday than what are expected to be used for DTU's days of closure, an agreement must be entered into on the taking of such days of holiday. The days of holiday must be taken during the present holiday period, i.e. before 31 December.

If you have not entered into an agreement on how your holiday will be taken, you will receive a holiday notification in September.

### **Days on which DTU will be closed**

DTU is closed—and thus has mandatory holidays—in the following periods: Between Christmas and New Year and Friday after Ascension Day. Individual employees may be ordered to work during these periods.

Your manager must ensure—in as far as possible—that you have accrued paid holiday for all the days on which DTU is closed. Notification of holiday to be taken between Christmas and New Year is therefore given already in September. If you wish to take paid holiday in addition to this, you may enter into an agreement on holiday in advance.

If you are a new employee and have been employed for the whole holiday year (i.e. the period from 1 September) and until the mandatory holidays—working days between Christmas and New Year and Friday after Ascension Day—you will generally have accrued paid holiday for all days of closure. If this is not the case, you can choose to take holiday in advance.

If you leave your position at DTU before the holiday has been accrued, DTU will set off the holiday taken against your salary or outstanding holiday pay claim.



If you are required to work on mandatory holidays, you will receive days off in lieu.

### **Transfer**

You and your manager may exceptionally agree to transfer holiday in excess of four weeks (five days of holiday) to the subsequent holiday period. The agreement must be in writing and be entered into no later than on expiry of the holiday period on 31 December. The agreement must specify when the days of holiday will be taken.

### **Payout**

DTU's general policy is that holidays and special days of holiday should not be paid out. All accrued holiday is therefore expected to be taken and holiday may only be transferred in exceptional cases by written agreement with the management. Reasons must be provided for such a transfer.

Accrued holiday in excess of four weeks which exceptionally has not been taken or transferred by agreement must be paid out on expiry of the holiday period (31 December).

### **Holiday in excess of four weeks**

It may be agreed that holiday in excess of four weeks will be transferred or paid out.

If you have been a full-time employee at DTU for the whole holiday year and you have not taken your accrued holidays, DTU must automatically pay out holiday pay for holiday in excess of four weeks.

If you have not been a full-time employee at DTU for the whole holiday year, you must declare in writing—see the Danish Holiday Act—that the holiday pay concerns accrued holiday regarding holiday in excess of four weeks and that you have not received public benefits before DTU can pay out the holiday pay.

### **Holiday of less than four weeks**

As a minimum, you must take four weeks of holiday annually. DTU ensures that you take your holiday by giving you notification of holiday.

If—contrary to expectations—you do not take the accrued holiday, the holiday pay will generally be paid to the Danish Labour Market Holiday Fund (*Arbejdsmarkedets Feriefond*), see Section 36(1) and (2) of the Danish Holiday Act.

### **Holiday obstacles**

Special rules apply to the transfer of holiday if you are prevented from taking your holiday. The rules follow from the provisions of the Danish Holiday Act.



## **Special days of holiday**

### **Holiday accruals**

As a salaried employee, you accrue 0.42 special days of holiday (*særlige feriedage*) with pay per month, which are taken in the period 1 May to 30 April of the following calendar year. A total of five special days of holiday with pay are accrued per calendar year.

Each special day of holiday is equal to the average working hours per day. You are only entitled to take accrued special days of holiday during the subsequent holiday period for special days of holiday (1 May to 30 April).

### **Taking of holidays**

You must take your five special days of holiday before the end of April. The days can be used for the days on which DTU is closed.

No later than mid-March, you and your manager must agree when the special days of holiday are to be taken. Alternatively, notification is given in mid-March that they must be taken before the end of April.

### **Transfer**

Under the holiday agreement, you and your manager may agree that special days of holiday can be transferred to the following holiday year. The agreement must be in writing and the agreement form must be used. The agreement form can be found on DTU Inside.

### **Payout**

Remaining special days of holiday that the parties have not agreed to transfer to the following holiday year will be paid out. Such payment should be limited by notification being given that the special days of holiday are to be taken.

### **Special holiday allowance**

DTU pays a special holiday allowance of 1.5 per cent twice a year: at the end of May and at the end of August—for the first time in May 2021.

### **Commencement**

The Guidelines for holidays and special days of holiday have been approved by the Executive Board and discussed by the Cooperation and Joint Consultation Committee on 23 March 2020. The guidelines become effective when published on DTU Inside.



### **Amendments**

The guidelines may be amended at three months' notice following a review by the Cooperation and Joint Consultation Committee. Any amendments will be communicated via DTU Inside.