

Holidays and days off in the holiday year 2018-2019

(The dates apply to employees with an immediate superior at BTECH)

Period	Date(s)	Is campus closed?	Teaching-free?	Comments
Ascension Day	10 May	Yes	Yes	Public holiday
Friday after Ascension Day	11 May	Yes	Yes	Preregistered holiday day
Whit Monday	21 May	Yes	Yes	Public holiday
Constitution Day	5 June	Yes	Yes	National holiday
Summer holidays	Four consecutive weeks in July (weeks 27-30). If you wish to take your holiday earlier or later, please coordinate with your immediate superior (see the next page).			Preregistered days of holiday
Week 42 (autumn holiday)	18-19 October	No	Yes, as a general rule	Preregistered days of holiday
Final day of work in 2018	21 December			
Christmas holidays	22 December-1 January	Yes	Yes	Preregistered days of holiday: 27-28 December
First day of work in 2019	2 January			
Week 7 (winter holiday)	11-12 February	No	The HD study programme only	Preregistered special days of holiday. Technical-administrative staff must take holiday when most appropriate. Academic staff must take holiday during teaching-free periods (see the next page).
Monday-Wednesday before Easter	15-17 April	No	Yes	Preregistered special days of holiday
Easter	18-22 April	Yes	Yes	Public holiday

Comments to the holiday calendar 2018/2019

Employees who accrue paid holiday and have been employed at BTECH for the entire year of 2017 (the year of accrual) are entitled to take 25 ordinary and five special days of holiday in the period 1 May 2018 to 30 April 2019 (i.e. 30 days corresponding to six five-day weeks of holiday). In addition, the following days are paid days off at Aarhus University:

- 24 December (Christmas Eve)
- 31 December (New Year's Eve)
- 5 June (Denmark's Constitution Day)

Holiday dates are preregistered, cf. AU's guidelines:

<http://medarbejdere.au.dk/en/administration/hr/holiday/taking-holiday-and-special-holidays/>

If you wish to change a preregistered date, you can do so in the Excel sheet on the O drive ([O:\BSS_auherning\Ferieplaner\Ferieplaner 2018-2019](O:\BSS_auherning\Ferieplaner\Ferieplaner_2018-2019)). Please note that a new date **MUST** be registered in the holiday plan (not retrospectively). **If you do not change the preregistered ordinary and special days of holiday, these days are considered planned days off.**

There are limitations as to when you can take holiday. Holidays taken outside July (weeks 27-30) and teaching-free periods must be agreed upon with your immediate superior. Academic staff members who will be reading examination projects during the Christmas holiday have the possibility to postpone their holiday provided that a written agreement (including replacement holiday dates) between the employee and Deputy Head of Department Jan Laursen is made *no later than 3 December 2018*.

*Transfer of remaining holiday (ordinary and special days of holiday not taken) is subject to prior written agreement with the head of the department. A specific plan for taking the remaining holiday must also be agreed on. **You must enter into the agreement as soon as possible and AT THE LATEST by 30 April 2018.***