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Central Administration Heads of Division

Guidelines for planning, notification of and organising ordinary leave during the holiday period 2020/2021 (1 September 2020 – 31 December 2021)

1 May 2020

Dear all,

As you know, the new Holiday Act with concurrent leave comes into effect on 1 September 2020.

Ref. no. 17/65604
TBV/os/vbm

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We have previously notified and planned staff holiday in the abbreviated holiday year 2020, which is a consequence of the new Holiday Act. Now it's time to start planning and announcing holidays for the ordinary holiday year 2020/2021, where holidays must be taken during the period from 1 September 2020 to 31 December 31 2021 (the holiday period).

I fully understand that it may seem difficult, particularly in the current situation with COVID-19, to plan one's holiday this far in advance. However, we must start planning staff holidays now if we are to issue holiday notifications in accordance with the rules of the Danish Holiday Act.

In the event that staff members, due to the long planning horizon, find themselves in a situation where they have to alter their planned holiday, you are welcome to make changes in agreement with your staff at a later point during the 2020/2021 holiday year.

The guidelines for planning, announcing and organising ordinary holidays are provided below:

- 1. By 15 May 2020**, department/section heads must notify all members of staff in their sections that they must submit requests for ordinary holiday dates during the holiday year (1 September 2020 to 31 December 2021), irrespective of their form of payment, i.e. staff remunerated both externally and internally. It must be made clear in the notification that failure to submit holiday requests will mean that the department/section will allocate a three-week main holiday during the summer holiday in 2021 and that the remaining holiday will be distributed in the holiday

period. Staff must submit their holiday requests to the person responsible for holiday planning at the section no later than **2 June 2020**.

2. During the period from **3 June to 23 June 2020**, the department/section heads must decide whether holidays can be allocated as requested. Decisions will be made in consultation with staff members.
3. Department/section heads must draw up and forward a holiday rota to all staff members **no later than 1 July 2020**. Those members of staff who have not submitted holiday requests will be registered for the holiday periods mentioned in item 1 above with their specific leave dates. The holiday rota must include a notification of all of the holidays during the holiday year.
4. Changes can subsequently be made to the holiday rota at the request of staff and if permitted by the Service Department. The staff member in question must reach agreement about any such changes with his/her immediate superior, who must also register the change locally. Department/section heads may *only* change holiday dates in cases of force majeure or similar circumstances, and this may involve compensation in accordance with the current rules.
5. The holiday records form the basis for HR Service's handling of cases where an employee is taking leave using a holiday card or at their own expense.
6. The guidelines for allocating ordinary holidays before 1 July 2020 cannot be deviated from, but a different procedure or date for holidays can be agreed locally (within the framework of SU, for example), in accordance with the work requirements of the section, for instance.

At this time, no requests for the organisation of the special holiday days should be called for, as this happened earlier in connection with the call for holiday requests for the shortened holiday year.

In January 2021, guidelines will be issued concerning the notification of special leave days for the period from 1 May 2021 – 30 April 2022 (old scheme).

Please don't hesitate to contact HR Service's Head of Division Ole Sørensen at oles@sdu.dk or Administrative Officer Vivi Madsen at ybm@sdu.dk if you have any questions. They will be happy to provide additional information.

Best regards,



Thomas Buchvald Vind
University Director

Cc: Person responsible for holiday planning at the department/section with access to the HR absentee system