

Vice-Chancellor  
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Heads of secretariat  
Heads of department  
Central administration managers

## Internal circular on guidelines for planning, notifying and holding ordinary holidays in the shortened holiday year 2020 (1. May – 30. september 2020) and additional holidays (during the period 1. May 2020 – 30 April 2021)

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2. udgave

Sagsnr. 15/3417  
TBV/os/vbm

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### Ordinary holidays in accordance with the Danish Holidays Act

1. Department/section heads must notify all members of staff in their sections, irrespective of their form of payment, i.e. staff remunerated both externally and internally, **no later than 14 February 2020**, that they must submit requests for ordinary holiday dates during the shortened holiday year (1. May 2020-30. september 2020). It must be made clear in the notification that failure to submit requests will mean that a three-week holiday will be allocated during the summer holiday and that the remaining holiday will be distributed before 30. september 2020. Staff must submit their holiday requests to the person responsible for holiday planning at the section **no later than 27 February 2020**.
2. During the period from **28 February-20 March 2020**, 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 27 March 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 dates. The holiday rota must include a notification of all of the holidays during the shortened 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 such a change 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 HR Service Department/Personnel Office is responsible for deciding whether or not a member of staff is entitled to a holiday with pay on the basis of the holiday accounts.

The guidelines for allocating ordinary holidays before 27 March 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.

## Additional holidays

Staff must also be notified that they must submit requests for the additional days' holiday in connection with the notification for the submission of requests for the ordinary holidays.

Up to five additional days' holiday must be held in accordance with unchanged rules i.e. during the period 1 May 2020 – 30 April 2021, but:

- the dates they are taken must be agreed between the staff member and his/her superior
- they must be taken as individual days or half days, for instance
- The staff member and the management can demand that they are taken within the period 1 May 2020 - 30 April 2021. If the days have not been taken and the dates on which they must be taken have not been established by 1 January 2021 at the latest, the management must notify the staff member that they must be taken in accordance with the rules that apply to residual holidays. This means that the period of notice is one month and that the days in question can only be taken as whole days.

This means that it is important to attempt to plan when the additional days' holiday will be taken in consultation with the staff member.

The holiday rota for the department/section for the shortened holiday year 2020 must be entered in the HR absentee-system.

Changes in relation to the previous month must be entered each month in the HR absentee-system on an ongoing basis and no later than the ninth of each month. This constitutes the basis for assessing whether the person in question is entitled to pay during the holiday taken.

Staff members can enter their own holiday requests under 'Min Ferie':  
<http://www.sdunet.dk/Vaerktoejer/Brugeradgang/Miniferie.aspx?contentlang=da>

Staff members should note that they are responsible for checking how many days' holiday with pay they are entitled to. Those who wish to take holidays for which they are not entitled to pay should note that payment for such days will be deducted from their salaries.

Questions should be forwarded to the Personnel Office, Head Consultant Ole Sørensen at [oles@sdu.dk](mailto:oles@sdu.dk) or Senior Clerk Vivi Madsen at [vbm@sdu.dk](mailto:vbm@sdu.dk) who can provide more information.

The new Holiday Act will become effective from 1 September 2020. HR-Services, Staff & Work Environment, is hosting a course on Thursday 2 April 2020 at 09.00-12.00 in O77 at campus in Odense regarding the new Holiday Act and The Holiday Agreement for employees responsible for absence registration in all units.

HR-Services will continually inform about the consequences of the new rules on [sdunet.dk](http://sdunet.dk). A new internal circular will be issued in May 2020 concerning the notification of ordinary concurrent holiday in the period 1 September 2020 – 31 December 2021.

Yours faithfully

Thomas Buchvald Vind  
University Director