**Personal data**

|  |  |  |  |
| --- | --- | --- | --- |
|  | First Name(s) and Last Name: | | CPR or TIN: |
|  | |  |
| Account information | | Country TIN number: |
| BIC/SWIFT: | IBAN: |  |
| Address | | Postcode and city |
|  | |  |
| Country | | Phone No. |
|  | |  |
| Signature | | Date |
| I declare **on** my honour **that the information I have provided in this application form and the enclosed documentation are correct.**  I am aware that providing incorrect or incomplete information against my better knowledge is punishable and will result in reimbursement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | | [Date] |

# Basis for the application

(Fill out the form and REMEMBER documentation, otherwise we will not be able to process the application)

From 1.9.2021 – 31.12.2022, I have taken holiday during these periods without receiving holiday pay:

|  |  |  |
| --- | --- | --- |
| Holiday period(s), both days incl.  From (dd-mm-yyyy) To (dd-mm-yyyy) | Number of days of leave | Amount |
| From [DATE] to [DATE] |  |  |
| From [DATE] to [DATE] |  |  |
| From [DATE] to [DATE] |  |  |
| From [DATE] to [DATE] |  |  |

I enclose (all the documents mentioned must be enclosed for the case to be considered):

Transcript of detailed tax information for the period 1.9.2021 to 31.12.2022  
 NB! Follow the instructions at the end of the chart. Your annual statement cannot be used.

Statement from the employer where I have taken the holiday.  
 Have your employer fill out the declaration you find here.

I have earned more than 4 weeks of holiday in the period from 1.9.2021 to 31.8.2022, but I have neither taken nor been paid vacation days from the 5th holiday week.

I enclose (all the documents mentioned must be enclosed for the case to be considered):

Transcript of detailed tax information for the period 1.9.2021 to 31.12.2022  
 NB! Follow the instructions at the end of the chart. Your annual statement cannot be used.

Declaration from the employer who has paid holiday pay in respect of the 5th holiday week.  
 Have your employer fill out the declaration you find here.

I resigned from my position in the period from 1.9.2021 to 31.12.2022 and have not received all holiday pay from the employer I ceased with.

On [DATE] I resigned from my position of [NUMBER] hours/week at the University of Southern Denmark

I enclose (all the documents mentioned must be enclosed for the case to be considered):

Transcript of detailed tax information for the period 1.9.2021 to 31.12.2022

NB! Follow the instructions at the end of the chart. Your annual statement cannot be used.

I was prevented from taking holiday in the period up to 31.12.2022, but the holiday obstacle has ceased, and in the period 1.1.2023 – 31.12.2023, I have taken holiday during these periods without receiving holiday pay:

|  |  |  |
| --- | --- | --- |
| Holiday period(s), both days incl.  From (dd-mm-yyyy) To (dd-mm-yyyy) | Number of days of leave | Amount |
| From (\_\_\_ - \_\_\_ - \_\_\_\_) to (\_\_\_ - \_\_\_ - \_\_\_\_) |  |  |
| From (\_\_\_ - \_\_\_ - \_\_\_\_) to (\_\_\_ - \_\_\_ - \_\_\_\_) |  |  |
| From (\_\_\_ - \_\_\_ - \_\_\_\_) to (\_\_\_ - \_\_\_ - \_\_\_\_) |  |  |
| From (\_\_\_ - \_\_\_ - \_\_\_\_) to (\_\_\_ - \_\_\_ - \_\_\_\_) |  |  |

The reason for my holiday obstacle was (put one tick):

|  |  |
| --- | --- |
|  | own illness or forced hospitalization, |
|  | maternity leave or leave for adoption, |
|  | stay abroad in employment relationships not covered by the Holiday Act, |
|  | transition to self-employment or to domestic work, |
|  | election as mayor, appointment as minister or similar positions of trust; |
|  | Placement in one of the correctional institutions, or similar abroad; |
|  | lawfully forewarned and ended conflicts; |
|  | military service, |
|  | service in the Armed Forces. el. the state rescue service with conditions as a conscript |
|  | sent by the Armed Forces or the State Rescue Service [special cases] |
|  | lack of funds for vacation due to dispute with employer about entitlement to holiday payment, |
|  | care of close relatives with lost earnings, etc., cf. the Service Act, |
|  | leave from an employment relationship to care for close relatives; |
|  | compelling family reasons cf. special law, |
|  | assigned to service in the territory of the Ministry of Defence or the police [special case]; |
|  | Necessary work in relation to Public safety and health [Epidemic Act § 2(6)). |

I enclose (all the documents mentioned must be enclosed for the case to be considered):

Transcript of detailed tax information for the period 1.9.2021 to 31.12.2022  
NB! Follow the instructions at the end of the chart. Your annual statement cannot be used.

Declaration from the authority that paid your benefits while you were prevented from taking holiday. Have the authority fill out the declaration you find here.

Due to my own illness or maternity or parental leave, I have been prevented from taking holiday for the entire period from 1.12.2022 to 31.12.2023.   
NB: PAYMENT ON THIS BASIS CAN ONLY BE APPLIED FOR FROM 1.1.2024.

I enclose (all the documents mentioned must be enclosed for the case to be considered):

Download of "Detailed tax information" for the period 1.11.2022 to 31.12.2023  
Follow the instructions here and download exactly the tax information we need.

Declaration from the authority that paid your benefits while you were prevented from taking holiday. Have the authority fill out the declaration you find here.

# Send the application to the Holiday Fund for the University of Southern Denmark

Check that you have filled in the form correctly and enclosed the correct documentation. Your possible claim to unclaimed holiday allowance earned 1.9.2021 – 31.8.2022 will not parent until 31.12.2027.

Send application incl. documentation to [feriefonden@sdu.dk](mailto:feriefonden@sdu.dk).

Note! We do not process applications by telephone.