

**Agreement <sup>1) 2)</sup>**  
**on transfer of annual leave under the new**  
**Holiday Act of 1 September 2020**



EMPLOYER:	
Name:	
Address:	
Postal code:	City:

EMPLOYEE:	
Civil registration no. (CPR):	
Name:	
Address:	
Post. code:	City:

**1. Transfer of annual leave, cf. the annual leave guide to the new Holiday Act of 1 Sept. 2020, section 6**

A total of \_\_\_\_\_ days' annual leave are transferred from the holiday year

**2. Taking transferred holidays**

The days are taken in the holiday year 20\_\_\_\_ / 20\_\_\_\_

The days are taken in the following periods:

As from \_\_\_\_\_ up to and including \_\_\_\_\_

As from \_\_\_\_\_ up to and including \_\_\_\_\_

As from \_\_\_\_\_ up to and including \_\_\_\_\_

The days are transferred to the agreed accrual scheme<sup>3)</sup>

**The days are taken according to the following**

Prevention due to maternity/paternity leave or adoption

Prevention due to illness

Other – justification: \_\_\_\_\_

**If you chose 'Other': According to the Holiday Act, only the 5th week of one's accrued annual leave can be transferred to the next holiday period!**

1) The agreement must be entered into before the end of the holiday period on 31 December.

2) Before the end of the holiday year, the employer must notify the person who will be receiving the holiday allowance in writing that the holiday is transferred – if necessary, by submitting a copy of the agreement.

3) Cf. section 6.5 of the framework agreement on *the accumulation of leave* (circular of 17 June 2002), a local agreement may be concluded on the establishment of a system for the accumulation of leave for later use.

### 3. Other provisions:

Transferred annual leave should be notified and must be taken before leave earned in the most recent holiday year, cf. section 3.1, *taking holidays and special holidays*, unless otherwise stated in section 2.

### 4. Termination of the agreement

The agreement can only be amended by a new agreement between the parties.

The agreement can be terminated with \_\_\_\_\_ , if .....  
(period of notice)

Any already transferred days are taken as follows:

---

---

---

### 5. Any other matters in connection with the agreement

The following has been agreed:

---

---

---

**Date**

**Date**

\_\_\_\_\_  
Signature, Head of Department  
(Stamp)

\_\_\_\_\_  
Signature, employee

Reference is made to The Central Federation of State Employees' Organisations and the Danish employee and competence Agency's holiday guide of December 2019, especially Chapter 6 – Transfer of annual leave and special holidays <https://medst.dk/media/9621/ferievejledning-2019.pdf> (in Danish)