

Rector  
Pro-rector  
Deans  
Heads of Secretariat  
Heads of Department  
Central Administration Heads of Division

## Internal circular on guidelines for planning, notifying and taking up\* to 5 days of special holiday (1 May 2024 – 30 April 2025)

7. marts 2024

1. **No later than 15 March 2024**, the department/section will call for requests for placement of the special holidays for the holiday year 2024/2025 (1 May 2024 – 30 April 2025) from all employees in the unit, irrespective of their form of payment, i.e. employees remunerated both externally and internally. Requests for special holidays must be submitted **no later than 3 April 2024 via HCM** to the person responsible for holiday planning in the unit.
2. In the period **3 April – 23 April 2024**, the department/section will determine whether the special holidays can be taken as requested. Decisions will be made in consultation with the employee.
3. **No later than 30 April 2024** the department/section will draw up and forward a holiday list according to special holidays to all employees.
4. Changes can subsequently be made to the list regarding the special holidays at the request of the employee and if duties allow. The employee must reach agreement about any such changes with his/her immediate superior, who will make sure to register the change locally. Heads of department/section may *only* change holiday dates in cases of force majeure or similar circumstances, and this may involve compensation in accordance with the current rules.

Case no. 17/65604  
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The up to 5 days of special holiday will be taken in accordance with unchanged rules before the new Holiday Act, i.e. during the period 1 May 2024 – 30 April 2025, in such a way that:

- the time of the special holidays is determined by agreement between the employee and his/her superior
- the special holidays can be taken as single days or, for example, as half days
- Both the employee and the management can demand that the days be taken in the period 1 May 2024 – 30 April 2025. If the days have not been taken and the time for the holidays has not been determined **by 1 January 2025**, the management must notify the employees that the days should be taken in accordance with the rules that apply to the remaining holiday. This means that the notification is 1 month, and that the holidays can only be taken as full days.

It is therefore crucial to seek to plan the time of the special holidays in dialogue with the employee.

The preparation of the Special holidays list for the period 2024/2025 for department/section must take place in the HR absentee system (HCM).

Changes in relation to the previous month must be entered no later than on the 9th of the following month in the HR absentee system on an ongoing basis.

The individual employee can enter their holiday requests in the HCM system at <http://hcm.sdu.dk/> (where the employee automatically enters his/her own pages of the HCM system).

Guidance on how to enter the holiday requests into the HCM system can be found here: <https://sdunet.dk/en/servicesider/hr/hr-systemer/hcm-human-capital-management/medarbejder>.

The employee should note that he or she is responsible for checking how many special holidays he or she is entitled to. It is not possible to take special holidays if no right to payment has been earned.

Questions should be directed to Human Resource Service, Head of Division Josephine Lethenborg [jil@sdu.dk](mailto:jil@sdu.dk) or Administrative Officer Vivi Madsen, [vbm@sdu.dk](mailto:vbm@sdu.dk), who can provide further information.

Kind regards,

Lisbeth Møller  
HR Manager  
Head of SDU HR

\* 0.42 paid special holiday is earned for every month of employment in the calendar year 2023 to be taken in the subsequent period 1 May 2024 – 30 April 2025.

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