

English version (employee guidance)

- Take a look at the calendar and decide when you would like to take the special holidays
 - You must register your requests of placement of the up to 5 days of special holiday in the HCM system
- Login to HCM: <http://hcm.sdu.dk/> click on *Company Single Sign-On*
- Information on how to place your requests and how to see how many days of special holiday you have can be found [here](#)
 - You must submit your requests no later than **3. april**
 - If you have multiple employments please contact the person responsible for holiday planning at the unit
 - No later than **30 April** you will be informed if your holiday requests were approved