

How to request holiday in HCM as an employee

Brief overview of holidays and special holiday days

Holiday is accrued under the rules on concurrent holidays. This means that you accrue holiday continuously and can generally take it as it is accrued. You accrue 2.08 holiday days per month and 2.12 holiday days in July, corresponding to a total of 25 holiday days per holiday year.

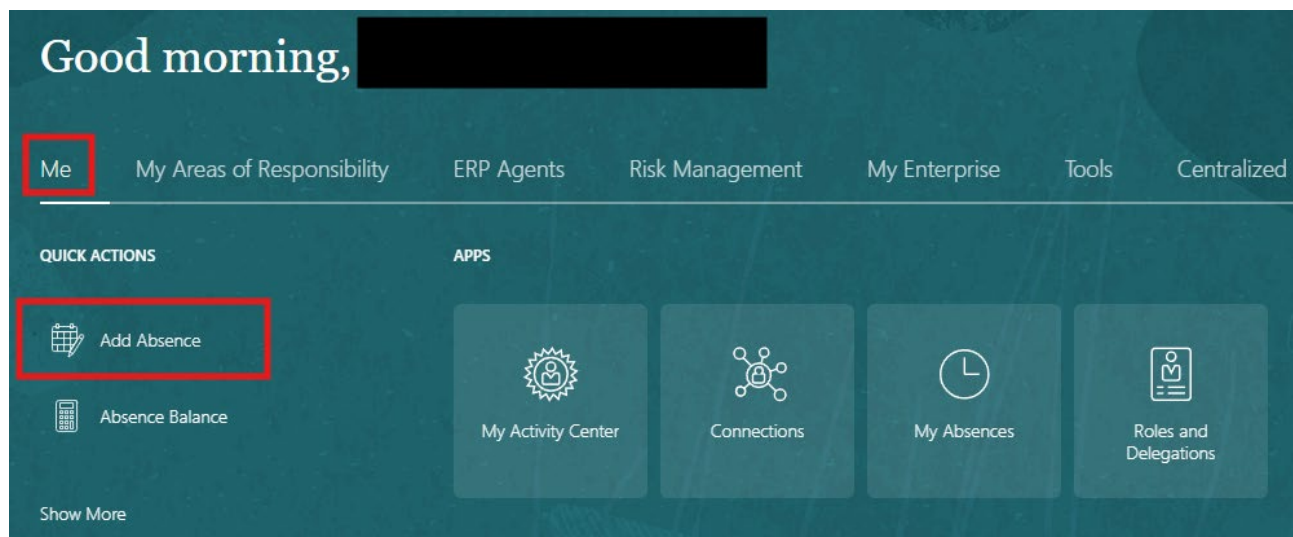
The holiday year runs from 1 September to 31 August of the following year. The holiday-taking period runs from 1 September to 31 December of the following year and is therefore four months longer than the accrual period. Generally holiday from a completed holiday year must be planned and taken by 31 December, unless an agreement has been made to transfer them.

Special holiday days are accrued during the calendar year at a rate of 0.42 days per month of employment. Special holiday days can be taken from 1 May of the year after they are accrued until 30 April of the following year.

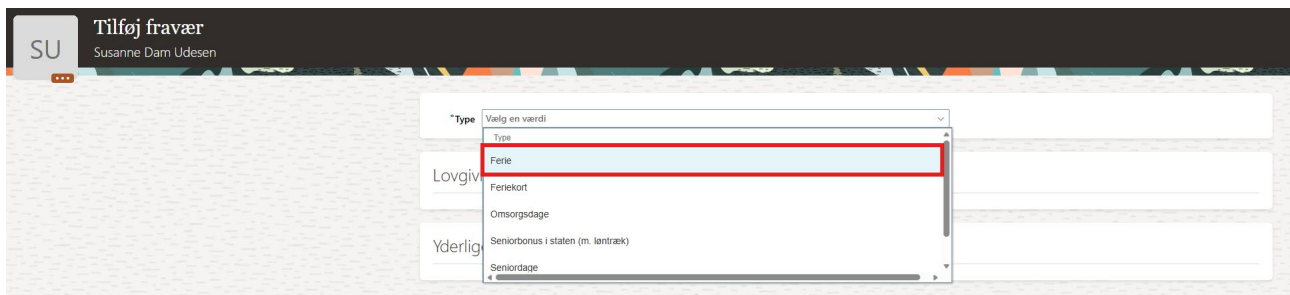
Requesting holiday days

Log in to HCM: <https://hcm.sdu.dk>

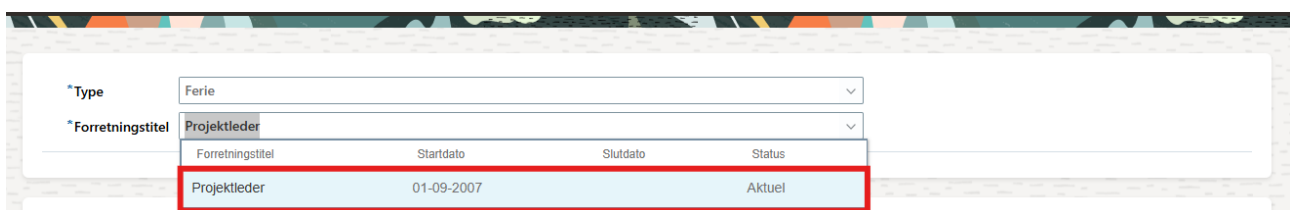
Select the **Me** tab, then click **Add absence**.



Select the type of absence you want to add.



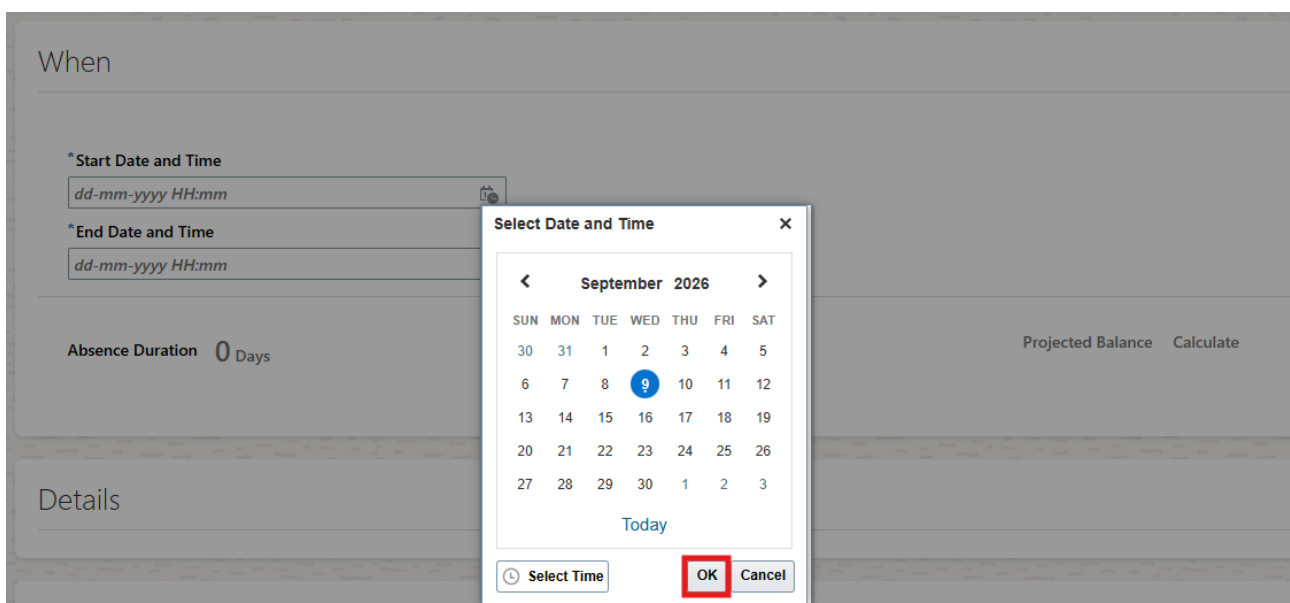
If you have more than one active employment, select the employment for which the absence should be registered. If you are unsure, contact your absence administrator.



Forretningstitel	Startdato	Slutdato	Status
Projektleder	01-09-2007		Aktuel

Enter the start date, end date and time for the requested absence.

Note: A full day of absence runs from 08:00 to 15:24.



When

*Start Date and Time
dd-mm-yyyy HH:mm

*End Date and Time
dd-mm-yyyy HH:mm

Absence Duration 0 Days

Projected Balance Calculate

Details

Select Date and Time

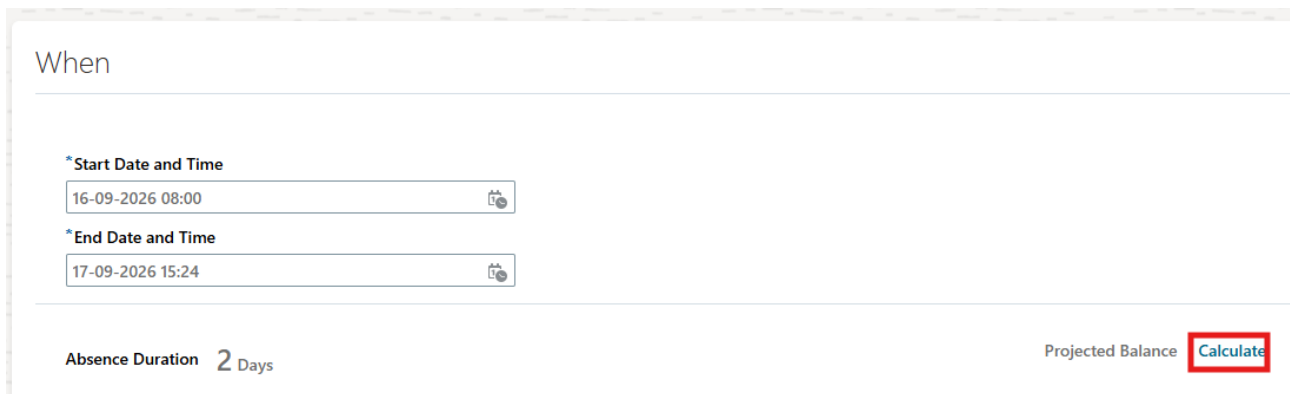
September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Today

Select Time OK Cancel

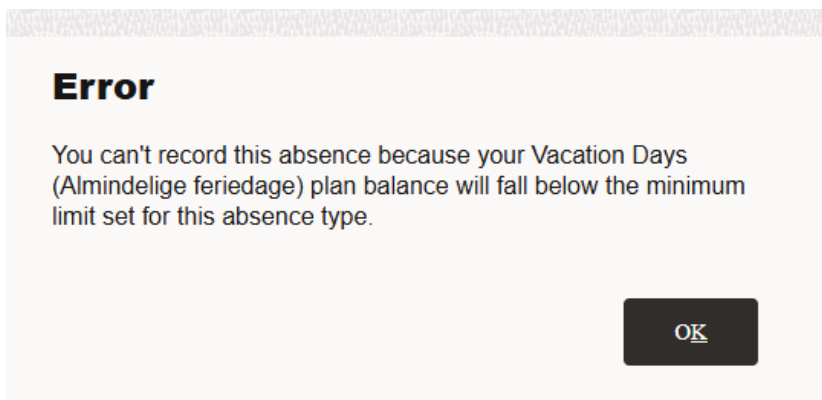
You can calculate the expected balance by clicking **Calculate**.



The screenshot shows a form titled "When" with two date and time input fields. The first field, labeled "*Start Date and Time", contains "16-09-2026 08:00". The second field, labeled "*End Date and Time", contains "17-09-2026 15:24". Below these fields, the "Absence Duration" is displayed as "2 Days". To the right, the "Projected Balance" is shown next to a red-bordered button labeled "Calculate".

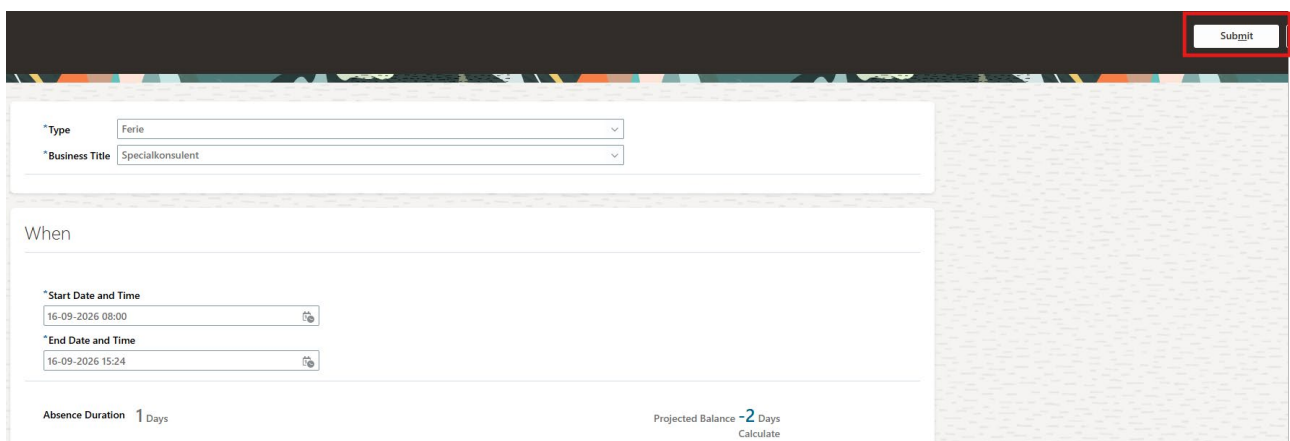
Click **Calculate** before submitting the registration. You can then see the expected balance after the selected holiday or absence period.

For ordinary holiday days, the expected balance may be as low as -4 days. Special holiday days cannot be taken in advance, so they can only be registered once they have been accrued.



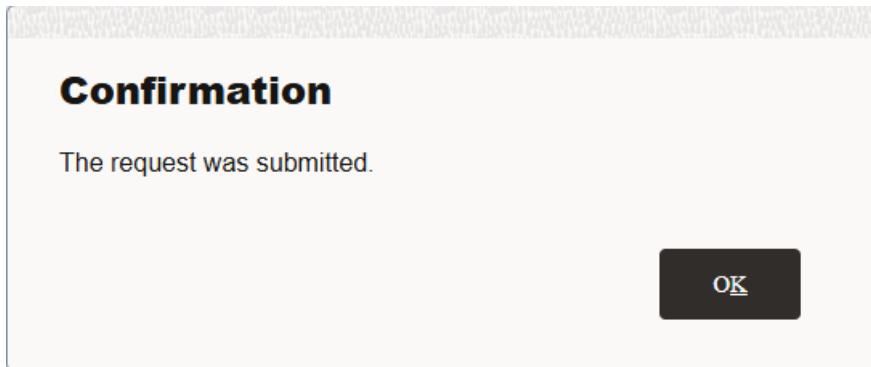
The screenshot shows an error message dialog box with the title "Error". The message text reads: "You can't record this absence because your Vacation Days (Almindelige feriedage) plan balance will fall below the minimum limit set for this absence type." At the bottom right of the dialog is a dark button labeled "OK".

When all information is correct, click **Submit**.



The screenshot shows the HCM system interface. At the top right, there is a red-bordered button labeled "Submit". Below this, the form shows the "Type" as "Ferie" and the "Business Title" as "Specialkonsulent". The "When" section shows the same date and time range as the previous screenshot. The "Absence Duration" is now "1 Days". The "Projected Balance" is shown as "-2 Days" with a "Calculate" link below it.

A submission confirmation will appear. Click **OK**.



Your immediate manager will receive a notification informing them that you have registered absence.

Your absence administrator will receive a notification about the added absence and will either approve or reject the request.

You will then receive an email notification.