

HOLIDAY FORM FOR THE HOLIDAY YEAR 1 SEPTEMBER 2020 – 31 AUGUST 2021

As an employee at _____ I would like to take my holiday for the holiday year 1 September 2020 to 31 August 2021 as stated below:

If you are a fixed-term employee: *when does your employment expire?* _____

Only information about the holiday you want to take before the end of your employment period should be stated in this form.

Holiday days can be taken up to 31 December 2021

Number of days of holiday available (max. 25 days) _____ + any holiday brought forward from previous year _____ Holiday will be taken as follows:

- As full weeks of five days (state week numbers):

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- and/or as individual days (state dates):

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Special holidays (to be taken in the period from 1 May to 30 April)

The number of special holidays to be taken (max. five days) . The special holidays will be taken on the following dates:

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You can only take special holidays if they have been accrued during your current employment or if special holidays have been transferred from previous employment at AU based on agreement.

I am aware that if I do not fill out the form or only partially fill out the form within the specified deadline, five weeks of holiday and five special holidays will be registered to be taken at the times specified in the accompanying letter. Upon request, the holiday schedule may be changed subsequently based on agreement and if duty permits.

Date: _____ Name (capital letters): _____

AU ID: _____ Signature (employee) _____

Signature (manager): _____

This form should be completed and returned to (NAME)

You can see an overview of your holiday by logging on to staff.au.dk