



Holiday

SIX WEEKS' HOLIDAY PER YEAR

When you are employed in a full time position at the University of Copenhagen, you have the right to six weeks' holiday per year. National public holidays are not included in the six weeks. One week is equal to five days as weekends are not included.

Your six holiday weeks consist of five weeks' regular holiday (25 days excluding weekends) and one week special holiday. The 'special holiday' follows a set of separate rules. As an international researcher, you can choose between the concurrent holiday scheme and the ordinary holiday scheme. Many international researchers choose the concurrent holiday scheme.

You accrue 0.42 days of 'special holiday' for each month of employment in a calendar year (qualification year). This means that you accrue five days of special holiday in a calendar year, regardless of which holiday scheme you have chosen.



CONCURRENT HOLIDAY SCHEME

If you have chosen the concurrent holiday scheme, the five weeks' 'regular holiday' are managed according to the rules on concurrent holiday. It means that you earn 2.08 days of paid holiday for each month of employment. This corresponds to 25 days per year. The holiday can be taken as it is earned and does not follow the calendar year.

To be eligible for the concurrent holiday scheme, the criteria are:

- You are taxed according to the researcher taxation scheme
- Or you are non-Danish citizen and employed in a research position (research assistant, PhD fellow, postdoc, assistant professor, associate professor, senior researchers, professor or professor with special responsibilities in the job structure for academic staff at universities) or as a head of department

You can be on the scheme for a maximum of seven years; however, from September 2020, the Danish holiday system will be changed so that everyone working in Denmark will get a holiday scheme similar to the concurrent holiday scheme.

Rules for taking holiday

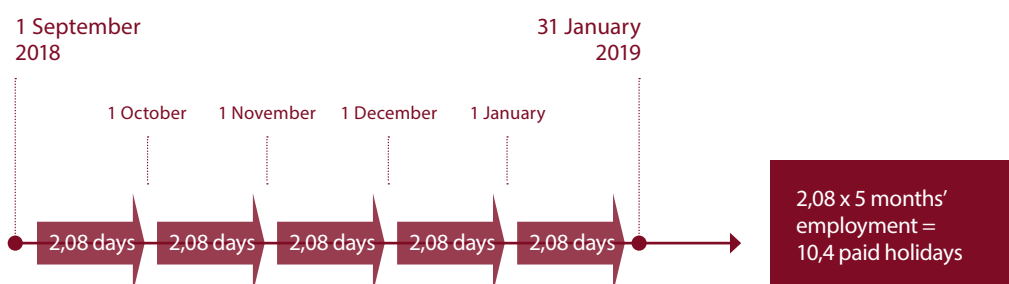
When you are on the concurrent holiday scheme, you are expected to take the major part of your paid holiday within the same year as it has been accrued. For example, if you have earned 25 days within a given year, you are expected to take at least 20 of those days that year.

The holiday must be taken no later than three years after it is earned. If it is not taken within that timeframe, you lose the right to the earned holiday.

If, upon termination of your employment at the University of Copenhagen, you have any outstanding holiday, it will be paid directly to you unless you have received a holiday warning by your manager to take the holiday. Your manager can send you holiday warnings to require you to take holiday at any time. Read more under "holiday warnings or notice".

If you have not yet earned enough paid holiday, you can enter into an agreement with your manager that you will take concurrent holiday in advance. This will allow you to take up to 15 days of continuous holiday even if, at that time, you have not yet earned 15 days of paid holiday.

Example of the concurrent holiday scheme





ORDINARY HOLIDAY SCHEME

Paid holidays are, according to the ordinary holiday scheme, earned in one calendar year and taken in the following holiday year. The calendar year runs from 1 January to 31 December (called the qualification year), while the holiday year runs from 1 May to 30 April. Please see the table below for clarity. If you start working at the University of Copenhagen in the middle of the calendar year, you will have to work for a full calendar year in order to have earned a full year's worth of paid holiday.

It is important to stress that you always have the right to take your 5 weeks of regular holiday per year, but if you have not yet earned a year's worth of paid holiday, the unpaid part will be deducted from your salary.

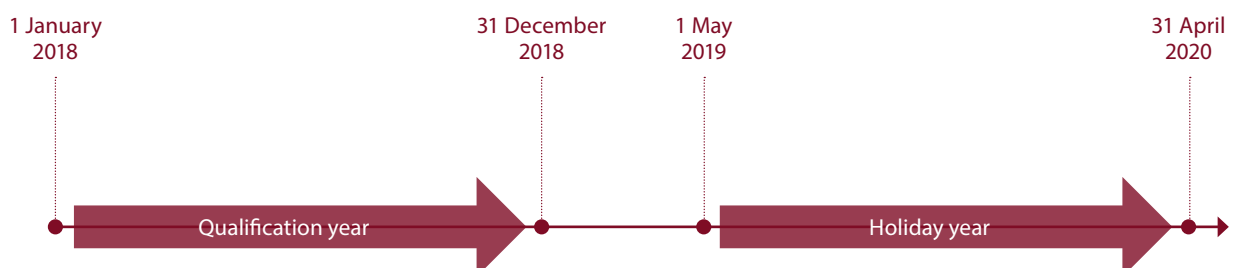
Rules for taking holiday

Generally, you have the right to take at least 15 days of your regular holiday (your three weeks' main holiday) continuously in the period from 1 May to 30 September. The exact time for your holiday must be agreed upon with your manager. The remaining two weeks of holiday are known as other holiday or remaining holiday. These days can be taken freely within the holiday year either before or after the main holiday by agreement with your manager. Normally, you can take the remaining holiday for continuous periods of at least five days. The remaining holidays can be spent as separate days if the circumstances at your Department requires it or if agreed with your manager.

Your manager can send you holiday warnings to require you take holiday at any time. Read more under "holiday warnings or notice".

On the ordinary holiday scheme, it is possible, if approved by your manager, to transfer one week's holiday (but not the special holidays) to the following holiday year. If you have any more unspent accrued holiday by the end of a holiday year, it is lapsed.

Ordinary holiday scheme





CAN I CHANGE MY HOLIDAY SCHEME?

You can see your holiday scheme in your contract. If you would like to change your holiday scheme, please contact the relevant HR center.

You can see how many holidays you have taken and how many remain online on www.kunet.ku.dk under "Self service" and "My data". It is usually a secretary at your department, section or unit, who registers your holiday information. You are advised to keep track of the number of days on the concurrent holiday scheme taken and double-check that the information online is correct.

In addition to your 5 weeks' holiday and five 'special days', there are a number of national public holidays:

Danish national public holidays	
Holiday	Date
New Year's Day (nytårsdag)	1 January
Maundy Thursday (skærtorsdag)	Date differs each year
Good Friday (langfredag)	Date differs each year
Easter Sunday (påskedag)	Date differs each year
Easter Monday (anden påskedag)	Date differs each year
Danish public holiday (store bededag)	Date differs each year – the fourth Friday after Easter
First of May	1 May (holiday at UCPH, but not everywhere in Denmark)
Ascension Day (Kristi himmelfartsdag)	Date differs each year – the sixth Thursday after Maundy Thursday
Whitsunday (pinsedag)	Date differs each year – the seventh Sunday after Easter
Whit Monday (anden pinsedag)	Date differs each year – the day after Whitsunday
Constitution day (grundlovsdag)	5 June
Christmas Eve	24 December
Christmas Day	25 December
Boxing Day	26 December
New Year's Eve (nytårsaften)	31 December



I WOULD LIKE TO TAKE HOLIDAY. WHAT DO I DO?

If you would like to take holiday, you must speak with your manager about when you can take your holiday. Holidays must be planned as early as possible, regardless of which holiday scheme you have chosen. Your manager will take into account the running of your local workplace, but should to the widest extent possible, accommodate your request. This includes requests to take your main holiday during your children's school holiday.

Your manager makes the final decision about when you can take your holiday. However, holiday cannot be taken on days where there is a holiday obstacle such as illness or maternity/paternity leave. As holiday must be taken as whole days, it cannot be placed on days when you are on partial sick leave. Read more about holiday obstacles in the [Employee Guide on KUnet](#).

Once you have approval from your manager, you must report the holiday to your department, section or unit. Please ask who is responsible for recording absences.



HOLIDAY WARNINGS OR NOTICE

Your manager can send you holiday warnings to require you to take holiday at any time in order to ensure that you take your paid holiday – regardless of which holiday scheme you have chosen.

The holiday warning must include exact dates of when you are required to take your holiday. The holiday warning can be given individually or collectively.

Employees on the concurrent holiday scheme must be given a 'reasonable notice' of when to take holiday.

If you are on the ordinary holiday scheme, the notice for holiday warnings for the main holiday is three months and for the remaining holiday, the notice is one month.

Your manager must give one month's notice of special holidays in cases where they have not been taken or planned by 1 January.

You may take one day off work by agreement with your superior if you for example are moving or getting married, if it takes place on a working day. You can read more about days off on special occasions in the [Employee Guide](#) on KUnet.

Please read more about holidays on KUnet in the [Employee Guide](#) or contact your local HR Centre.

Please contact your local HR Center if you have any questions:

If you work at the Faculty of Science, please contact [SCIENCE HR](#)

If you work at the Faculty of Health and Medical Sciences, please contact [SUND HR](#)

If you work at the Faculty of Humanities, Law, Social Sciences or Theology, please contact [HRSC](#)