

Extracts from the Holiday with Pay Act

The year in which holiday is earned (The Qualifying Year) and length of holiday	The entitlement to holiday with pay is acquired on the basis of employment during a calendar year (1 January - 31 December). The calendar year is referred to as the qualifying year, during which an employee earns the entitlement to holiday with pay. For each month of employment in the previous calendar year an employee is entitled to 2.08 holidays with pay in the subsequent holiday year (see below), regardless of how many hours the employee has been working each month. For periods of employment less than 1 month, holiday with pay is calculated according to the length of the employment. An employee who has been employed during the whole calendar year (qualifying year) will be entitled to 25 holidays - i.e. 5 weeks of 5 days.
Holiday Year	The holiday earned in the qualifying year must be taken in the subsequent "holiday year", which runs from 1 May to 30 April.
Holiday Period	"The holiday period" is within "the holiday year" between 1 May and 30 September.
Time of Holiday	Holiday must be taken during the holiday year. At least 15 holidays (main holiday) must be taken within " the holiday period "(see above). If the number of holidays earned is less than 15, then all the holidays must be taken consecutively within " the holiday period ". The exact time of the holiday is decided by agreement between the place of employment (department/section) and the employee.
Holiday Pay	Those not taking holiday with pay are entitled to 12.5 per cent of the salary earned during the qualifying year.
Holiday with salary and holiday supplement	Employees who are employed monthly or longer and who are not deducted in their salary for public holidays, days lost thorough illness ect., receive normal salary during holidays instead of "holiday pay". Additionally a holiday supplement of 1 per cent of the salary is earned during the qualifying year. For certain employees with special pay agreements the holiday supplement is 1.5 per cent. These employees will be paid the holiday supplement in April together with their monthly salary. Holiday supplement is not paid to employees paid by the hour.
Holiday without salary (Supplementary holidays)	If an employee has not earned full holiday pay or full holiday with salary, the employee still has the right to take up to 25 holidays, but without the right to full holiday pay or holiday with full salary.
Holiday Deductions	If an employee during his/her period of employment at the University of Aarhus has not earned the right to full holiday with salary but still takes holiday, the University of Aarhus has the right to deduct an amount from the employee's salary equivalent to the lack of earned holiday with pay. Holiday deduction is in accordance with individual wage agreements in which there is normally specific reference to the Holiday with Pay Act.