**If you want to change your holidays**

Notified holidays can be shifted to other days but cannot be cancelled!

The holidays can be shifted to other dates during the holiday year by sending an email in due time to holidays@cs.aau.dk (NO self service).

**Default holiday periods**

Christmas holidays 2024: **Dec. 23+27+30 (3 days)**

Day after Ascension Day 2025: **May 30 (1 day)**

Day after Constitution Day 2025: **June 6 (1 day)**

Summer holidays: **July 14 – August 1 (15 days)**

Autumn holidays: **October 13-17 (5 days)**

**Paid holidays in Denmark (beyond your vacation)**

New Year's Day (January 1, 2025)

Maundy Thursday (April 17, 2025)

Good Friday (April 18, 2025)

2nd Easter Sunday (April 21, 2025)

Ascension Day (May 29, 2025)

Constitution Day (June 5, 2025)

2nd Pentecost (June 9, 2024)

Christmas Eve (December 24, 2024)

1st Christmas Day (December 25, 2024)

2nd Christmas Day (December 26, 2024)

New Year's Eve (December 31, 2024)

*\*Special holidays*

*Special holidays are accrued during the calendar year from January 1 to December 31. You can take your special holidays during May 1 to April 30 of the following year. This means that the special holidays you earn in this calendar year cannot be taken until next year.*

**Links**

* [Holidays (aau.dk)](https://www.staff.aau.dk/rules/staff-affairs/holidays)
* [Holiday closure (low service days) (aau.dk)](https://www.staff.aau.dk/rules/staff-affairs/holiday-closure-low-service-days)
* [intranet.cs.aau.dk](https://www.intranet.cs.aau.dk/cs-employee-handbook/Holidays/)

**Why this message and who does it apply to?**

This notice is applicable to all employees at Department of Computer Science

**With this message you will be notified to hold accrued holidays in the holiday period September 1, 2024 - December 31, 2025.**

It is a requirement of AAU's Main Joint Consultation Committee (HSU) and the management's position that taking a holiday during the working year is crucial for maintaining a healthy balance between work and private life, and therefore all employees must make sure to take all accrued holidays.

If you have questions, please send an email to [holidays@cs.aau.dk](mailto:holidays@cs.aau.dk)

**Important!**

* It is crucial that your holiday record is in accordance with your hour’s record in a project.
* At all times it is your responsibility to ensure that the number of accrued holidays are recorded as required.
* Unspent special holidays\* will be notified in January 2025 and will be pre-registered in week 8, 2025.