

## Holiday and special holidays

To AGRO it is important that all employees take their holiday because this contributes to ensuring that we relax, recharge and see our everyday life from other angles. This contributes to reducing the risk of a wide range of illnesses, including stress. At the same time, it makes us more productive and creative when we return to work.

Therefore all holiday and special holidays should as a rule be taken within the current holiday year according to AU's guidelines: <https://medarbejdere.au.dk/en/administration/hr/holiday/taking-holiday-and-special-holidays/browse>.

### Holiday and special holidays as of 1 September

- At the beginning of September the department management team will inform all employees that a new holiday year has begun and that the taking of holiday for the entire holiday period (1 September in the current year to 31 December in the following year) is to be planned. Holiday planning takes place in a dialogue with your manager and possibly your immediate colleagues. Your wishes for when you wish to take your holiday should be considered as far as possible.
- In the beginning of February, all employees are required to plan the use of special holidays as well as to determine the time for the holding of remaining holidays, including the main holiday, for the current holiday settlement period. The holiday planning should be coordinated with the closest colleagues and the nearest manager. If the holiday is not planned and registered in Promark, the holiday days will be determined and registered in accordance with AU's guidelines: <https://medarbejdere.au.dk/en/administration/hr/holiday/taking-holiday-and-special-holidays/browse>.
- In mid-October (when September has been entered in ProMark) the management team will follow up on whether all have taken their main holiday. If you haven't registered your main holiday, you will be contacted as to whether there has been an error; otherwise the holiday will be registered administratively. By the 31 December you are allowed to have a maximum of 6.32 days of ordinary holiday left, which is equivalent of the days you have earned during September, October and November. Holiday earned in December will be available in January. All other holiday must be taken before 31 December.
- In mid-January (when December has been entered in Promark) the management team will check that all holiday has been taken with a maximum balance 6.32 days due to you.

### Transfer of holiday/special holidays:

As a rule all holiday and special holidays should be taken within the current holiday year. In very special cases special holidays can be transferred from one period to the next. A maximum of 5 days can be transferred; a reason for the transfer must be given just as there must be a definite plan for taking the transferred days.



### Employees on fixed-term employment contracts

- Once per quarter Karina Rysholt Christensen will send a summary to employees whose fixed-term employment will expire within the next year of how much holiday and how many special holidays they have left. A copy of this summary will be sent to your head of section/supervisor.

You are instructed to take your earned holiday so that a maximum transfer/payment as shown below:

	January	February	March	April	May and June	July	August	September	October and November	December
Holidays	3	5	7	9	13	0	0	2	4	6
Special holidays	5	0	0	0	5	5	5	5	5	5

At the same time you will be informed that if you don't plan and register your holiday in ProMark yourself, a notice will be given that it must be taken during the last part of the employment period that is within the current holiday period.

If you leave (the Danish) labour market, all earned holiday and special holidays must be taken before you resign.

### Prevention from taking holiday

If you have been prevented from taking holiday for a recognised reason, e.g. illness, maternity/paternity leave or adoption, which has lasted until *expiry of the holiday period on 31 December*, the first four holiday weeks will automatically be carried forward to the next holiday period. You may make an agreement that the 5<sup>th</sup> week of holiday is transferred to the coming holiday period. As regards the main holiday, the prevention from taking the holiday must have made it impossible to take 3 consecutive weeks of holiday before 30 September. In case of maternity/paternity leave, it is recommended/we recommend that you plan taking your holiday in continuation of your maternity/paternity leave.

### Transition from old concurrent holiday scheme to new scheme

As of 1 September 2020 the international employees who were already on the concurrent holiday scheme are subject to the new Holiday Act and therefore to the regulations stated above.