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| |  |  | | --- | --- | |  | **Department of** [**Mechanical, Production and Management Engineering**](http://www.m-tech.aau.dk/) Fibigerstræde 16 9220 Aalborg Øst Denmark  Contact person:  Jette Marie Christensen  Phone: +45 9940 7117  E-mail: jmc@m-tech.aau.dk | |

Date: 05-12-2017

**Holidays 2017/2018**

*Agreed upon by the local cooperation committee Department of* [*Mechanical, Production and Management Engineering*](http://www.m-tech.aau.dk/) *– March 3. 2017.*

The new year of holidays starts on 1st May 2017 and ends on 30th April 2018.

lf you have been employed during all of last year (1st January – 31st December 2016) you will have 5 weeks of "ordinary" paid holidays and 1 week of "special" paid holidays - for more information: <http://www.aauhaandbog.aau.dk/faces/viewDocument/9892/en>

lf you have not been employed all of last year, you can contact the secretariat at: [ferie@m-tech.aau.dk](mailto:ferie@m-tech.aau.dk) and ask for the number of holidays for you.

The Department **expects and urges** that all employees spend their holidays. lf you would like to transfer holidays to the succeeding holidays year (a maximum 5 days can be transferred and only if you have spent 20 days of your holidays) you must fill out a form. (Contact the secretariat for more information).

**Holidays:**

ln order to ease the administration of the holidays the department will register 5 weeks of normal holidays for all employees in the weeks 28,29,30, 42 (in 2017) and 8 (in 2018). Please feel free to make changes according to your own plans. lf you make changes, you have to send an email with the changes ([ferie@m-tech.aau.dk](mailto:ferie@m-tech.aau.dk)).

lf you have been away on holidays outside the weeks mentioned above or without having earned any days, please inform the secretariat of the dates for your spent holidays.

NB! Regarding new employees who have earned no or some days: We will register up to the number of actual days earned for this period. This also includes those who have earned this right through a former employment. Please remember to save some of your holidays for the holidays between Christmas and New Year. lf you have no paid holidays (either ordinary or special) you will be deducted in your salary.

**Special Holidays:**

The Department **expects and urges** all employees to spend their special holidays. We will register your special holidays on the following dates (unless you have agreed on something else with your leader):

* 26th May 2017 (The day after Ascension Day)
* 27th - 29th December 2017 (Between Christmas and New Year – 3 days)
* 2th January 2018 (After New Year)

Aalborg University is closed between Christmas and New Year which means that if you do not wish to use your special holidays you must use ordinary holidays.

The special holidays will no longer be paid out, but must be spent during the holiday year.

**Special Holidays – please notice:**

lf you have not spent your special holidays before 31st December 2016, they will be registered around Easter Holidays unless you send an email on a different registration ([ferie@m-tech.aau.dk](mailto:ferie@m-tech.aau.dk)).

You are always welcome to contact the secretariat for more information regarding holidays: [ferie@m-tech.aau.dk](mailto:ferie@m-tech.aau.dk). You can always ask for an updated version of your holiday’s registration.