

Decided by: Head of Department

Valid from: 2024-02-07

Fysikum vacation policy

Background - what applies?

The vacation year runs from January 1 to December 31 each year.

The basic rule is that the entire annual vacation must be taken in the same year as it is earned.

An employee is entitled to 20 consecutive days of annual vacation between June and August. Registration for at least 20 days of vacation must be completed by April 30. However, the employee can choose to take these days at any time during the year provided that the days have been registered in Primula.

If the paid vacation amounts to 20 days or more per calendar year, the employee is entitled to save up to 5 excess days to a later year. To be entitled to save vacation, 20 vacation days must be taken, otherwise there is no such right. Vacation days can be saved for an unlimited period (not for fixed-term contracts), but the total number of days saved cannot exceed 30 days. Employees with less than 20 days of annual have no right to save days for the following year.

Remaining vacation must be registered (retroactively if desired) by 1 December.

Upon termination of employment, all vacation must have been taken (both annual and accumulated).

Planning and applying for holidays

Project managers/supervisors/managers are responsible for the vacation planning for each group/division. The project manager/supervisor/manager is also responsible for ensuring that the vacation planning is done in good time and must plan the work in such a way that vacation can be taken.

Vacation is applied for by the employee in the personnel system Primula. Information on the number of vacation days is available in Primula and on the salary statement (does not apply to scholarship holders). For fixed-term employees whose employment is extended during the year, the balance is updated after the extension.

For TA staff, vacation requests are granted by the respective manager. For all other employees, vacation applications are granted by the head of department or deputy head of department. It is important that the employee always agrees with their project manager/supervisor/manager when they wish to take vacation before the electronic application is made in Primula.

Fysikum



Summary and follow-up procedure.

In order to inform and support the organization in holiday planning and registration, the following procedure applies:

Deadline 1: April 30

The employee should have registered 20 days of their vacation at any time during the year. We do not require (but the employee is entitled to) 20 consecutive days of vacation during June-August. Employees are expected to have notified HR if they want to save up to 5 days of annual vacation.

Deadline 2: December 1

Employees should have registered the remaining days of vacation leave (also retroactively).

If the remaining days of the annual vacation have not been registered, the vacation will be scheduled by HR starting directly after midsummer. If the summer vacation is registered, the remaining days are scheduled in connection to that summer vacation. The Head of department and employees concerned are informed. The e-mail will point out possible conflicts in general terms (see below).

The mailing goes out on the first working day after December 1, the employee is then given the opportunity to register his/her vacation to avoid it coinciding with a business trip/absence. HR starts registration 3 days after the mailing where this has not been done.

Withdrawal of the holiday is then only possible with written justification to the Head of department and generally due to a) illness b) conference/work trip or c) clash with the EU's hourly accounting. The justification must state alternative dates for a registered vacation.

The application for withdrawal must be submitted no later than December 12, which is also the last day for authorization in Primula.