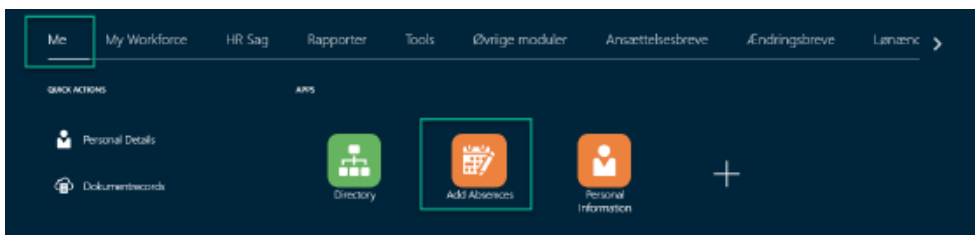


Self-service, Statens HR - how much holiday must I take?

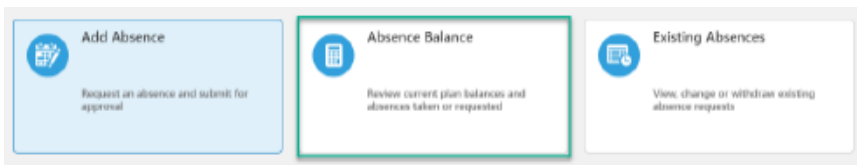
This guide walks staff members through how to get an overview of how much vacation that must be held no later than 31 December 2021.

Through self-service, staff members can get an overview of their balances, such as paid holiday, unpaid holiday, special holidays, child care days and senior days.

1. Log in to Statens HR. See this guide.
2. Click **Me**, and click **Add Absence**.
3. Click **Existing Absences**. Under Existing Absences, staff members can get an overview of all their registered absences.
4. Under Existing Absences, staff members can also see a status on holiday, child care days or seniordays.



- Navigate to Absence (see screenshots)
- Click **Absence Balance**



- Under **Plan Balance**, staff members can see all the absence plans that exist in the solution.
- Click **Load More Items** to see all absence plans.
An Absence Plan is where accruals and absences approved are stored. When the staff member registers with the absence type paid holiday, the days will automatically be deducted from the **paid holiday** plan and correspondingly for other types of absences.
- The balance for each **plan balance** is indicated on the right. The **balance is always as-of-date** (screenshot below)

Plan Name	Balance	Unit
Erstatningslov (Replacement holiday)	0,000	Timer
Barnevomsorgslov - ny ordning/Child care day - new scheme	2,000	Dage
Barnevomsorgslov - gammel ordning/Child care day - old scheme	0,000	Dage
Tilrettelse/Paid Holiday	5,480	Dage
Tilrettelse (unpaid holiday)	0,000	Dage

- Staff members can see their future balance by clicking the blue line, for example, on **paid holiday**.
- Then click the calendar and set the date you want the balance to reflect (in the example below, you want a balance calculated on 01.01.2022). If paid holiday has been registered in the intervening period, those days will be deducted from the balance.
- Details of the days taken and future accruals can be seen by expanding **Details**.

Plan		Ferie med løn/Paid holiday
* Balance As-of Date	01-01-22	
		Plan Balance 8,320 Dage
Summary ^		
Amounts in Dage		
Plan Term 01-09-21 - 31-08-22		
Overførsel		0,610
Optjeninger		8,320
Udløb		-0,610
Total Balance		8,320
Details v		

Overførsel: Holiday earned during 2021/2022, which were not held before 31 August 2021. The holiday must be held no later than 31 December 2021.

Optjeninger: Holiday earned for 2021/2022. The holiday must be held 31 December 2022.

Udløb: Holiday earned during 2021/2022, which must be held no later than 31 December 2021. If a staff member takes a holiday in the period from 1 September to 31 December, the days will be deducted from this pool.

How much holiday must I take?

You earn 2.08 days of holiday per month continuously, i.e. a total of 25 days of holiday between 1 September and 31 August that you must use. The holiday days may be taken from 1 September 2021 to 31 December 2022.

In addition, you earn five special holiday days in the calendar year that may be taken from 1 May to 30 April. You can read more generally about holiday in the AAU handbook.