

DBB vacation policy

The recommendation for all employees is that all vacation days should be taken in the same year as the earning year. This is because the employee should be enabled to get some rest and recovery.

An employee has the right to twenty vacation days between June and August.

Every employee who has the right to more than 20 vacation days per year has the right to save vacation days. The maximum amount of saved vacation days can never exceed 30 days.

If an employee has worked part of a year, and therefore have less than 20 vacation days, all days should be registered in Primula during the year.

All employees shall notify their supervisor and HR officer at the latest on April 30 in case they intend to save part of their vacation for a coming year.

Vacation applications are granted in Primula by the HR officers. **It is important that the employee and their supervisor agrees on the vacation dates before the application is registered in Primula.**

Supervisors responsibility

An overall planning of the vacation days must be done annually between employees and their supervisor. Requests for summer vacations must be registered no later than April 30. If there are vacation days left when the employment ends, the cost of these will be charged to an external project of the supervisor.

PhD students

Supervisors and PhD students should plan for the yearly vacation days together. Requests for summer vacations must be registered no later than April 30. If there are vacation days left when the employment ends, the cost of these will be charged to an external project of the supervisor.

End of the year

In October, a reminder is sent out to all employees and supervisors that all vacation for the current year must be registered in Primula before November 15.

End of employment

For employees who terminate their employment themselves, a plan for the remaining vacation days must be made between the employee and their supervisor. If there are vacation days left when the employment ends, the cost of these will be charged to an external project of the supervisor.