Guide:
How to apply for disbursement of holiday allowance
Log in with NemID code card

1. Enter your username (Bruger-id) and your password (Adgangskode).
2. Click ‘Næste’ (Next).

If you do not have NemID, you can order it at www.nemid.nu.
Log in with NemID code card

1. Find your code card and enter the number next to the code displayed.
2. Click 'Log på' (Log in).
Overview of your holiday allowance

This screen provides you with an overview of the holiday allowance owed to you.

You can see from which employer you have earned your holiday allowance and which employer is to disburse your holiday allowance.

If you are owed holiday allowance from several holiday years, you must start by choosing holiday year (Ferieår).

1. Click 'Videre hos Feriepengeinfo' (Proceed at Feriepengeinfo) to apply for disbursement of holiday allowance.

2. If you are owed holiday allowance from either Ferie-Konto or an employer under the central holiday register, Arbejdsgivernes Centrale Ferieregister (ACF), you must click 'Videre til xxxxx' (Continue to xxxxx) and follow the guidelines there.

This guide applies only when you apply for holiday allowance from Feriepengeinfo.
Choose whether you are applying for disbursement of your holiday allowance because

1. you are taking holiday (the first option) or

2. you have left the Danish labour market (the second option).

Please note that you are not allowed to receive public benefits (e.g. unemployment benefits) during your holiday.

3. Click 'Videre' (Continue).

When you fill in your application, you can get help filling in a field by clicking the question mark. An explanatory text will then appear (in Danish).
Choose when to take holiday

1. Choose your first day of holiday (Første feriedag).

Saturdays, Sundays and public holidays typically do not count as days of holiday, unless you normally work on these days.

2. Choose how many days of holiday (Antal feriedage) you want to take.

You can take holiday as full days or half days. If you are taking two weeks of holiday, you must normally apply for 10 days of holiday, as Saturdays, Sundays and public holidays typically do not count as days of holiday, unless you usually work on these days.

3. Click 'Videre' (Continue).

You can apply for holiday allowance from different employers at the same time.

Example: You want to take five days of holiday. You take two days from 'Reklameservice Aps' and three days from 'Netavisen.dk'.

Remember that, in this case, the days of holiday must be placed consecutively. This means, for example, that if you take holiday from 1 July to 5 July, you must write 1 July as the first day of holiday (Første feriedag) at 'Reklameservice ApS' and 3 July as the first day of holiday at 'Netavisen.dk'.
Approve your application

Here you can see the information which Feriepengeinfo sends to the party which is to disburse your holiday allowance.

You can go back and correct the information.

1. Click ‘Tilbage’ (Back) if you want to correct the information.
2. Click ‘Godkend’ (Approve) if you agree with the information.
Before sending your application, you must declare that the information you have provided is correct.

Please note that:

• Feriepengeinfo submits information to unemployment funds and local authorities, so that they can check whether you have received public benefits and holiday allowance at the same time, which is against the law.

• You can apply for disbursement of holiday allowance from the same employer once every 24 hours.

• You cannot change the information once you have approved the application.

1. Click the box if you can solemnly declare that the information you have provided is correct.

2. Click ‘Accept’.

3. Click ‘Godkend’ (Approve).
Feriepengeinfo will now send your information to the party which is to disburse your holiday allowance.

You will automatically get a receipt if you are registered for Digital Post.

If you are not registered for Digital Post, print the receipt by clicking ‘Udskriv’ (Print).

You must contact the employer from which you have earned your holiday allowance if:

- you have questions about the disbursement,
- you do not receive your holiday allowance or
- you want to cancel your application.