

Send to

Application for disbursement of excess holiday

FerieKonto
Kongens Vænge 8
3400 Hillerød

Use this form to apply for excess holiday. Fill in the box that matches your situation.

Box 1: Application for holiday in excess of 4 weeks before the New Year

Box 2: Application for holiday in excess of 4 weeks after the New Year.

Box 3: Application for holiday allowance from an employment that has ended at the latest on December 31st 2024.

If you are a salaried employee and receive your normal salary during your holiday, you should only send the form to FerieKonto if you have received public benefits in the holiday year/holiday period.

**On page 4 of this form you will find guidelines to the rules for payment of excess holiday.
Read the guidelines thoroughly before sending your application.**

Personal data and employment:

Name of employee:	Civil Registration number (CPR) no.:
Email:	
Name of employer:	Employee phone number

Indicate the reason for your application. Choose either box 1, 2 or 3.

Box 1

**Are you applying for holiday in excess of 4 weeks in the period
of September 1st 2024 – December 31st 2024?**

Yes ☐ No ☐

- Do you have a written agreement with your current employer concerning the payment of holiday in excess of 4 weeks? Yes ☐ No ☐
- Have you received public benefits in the period September 1st 2023 – August 31st 2024? Yes ☐ No ☐
- If yes, mark the box next to the benefit you have received
(sygebarselsdagpenge and barselsdagpenge are not included):
 - Unemployment benefits ☐
 - Early retirement ☐
 - Flex job scheme (does not apply to flex wage subsidies) ☐
 - Reduces unemployment benefits ☐
 - Rehabilitation benefits ☐
 - Integration, transitional or self-sufficiency and repatriation benefits ☐
 - Educational benefits (does not apply, to SU) ☐
 - Welfare benefits ☐
 - Temporary labour market benefit ☐
 - None of the benefits mentioned above ☐
- Number of days on public benefits in the period _____ days
- Number of holidays in excess of 4 weeks you want to have paid out _____ days

Please note: the number of holidays you can have paid out, will be reduced by the number of days you have received public benefits.

FerieKonto will disclose information to local authorities and unemployment funds to prevent double payment of benefits.

Box 2

**Are you applying for holiday in excess of four weeks after
December 31st 2024?**

Yes ☐ No ☐

**Please note: if you have received public benefits, you must apply by
September 30th 2025 at the latest.**

- Have you received public benefits in the period September 1st 2023 – December 31st 2024?
Yes ☐ No ☐
- If yes, mark the box next to the benefit you have received (sygedagpenge and
barselsdagpenge are not included):
 - Unemployment benefits ☐
 - Early retirement ☐
 - Flex job scheme (does not apply to flex wage subsidies) ☐
 - Reduces unemployment benefits ☐
 - Rehabilitation benefits ☐
 - Integration, transitional or self-sufficiency and repatriation benefits ☐
 - Educational benefits (does not apply, to State Educational Grants) ☐
 - Welfare benefits ☐
 - Temporary labour market benefit ☐
 - None of the benefits mentioned above ☐
- Number of days on public benefits in the period _____ days
- Number of holidays in excess of 4 weeks you want to have paid out _____ days
- Have you been prevented from taking a holiday up till the end of the holiday period
December 31st 2024? Yes ☐ No ☐

Please note: the number of holidays you can have paid out, will be reduced by the number of days
you have received public benefits.

Please note: if you have been prevented from taking your holiday you must enclose documentation of
your holiday prevention. Documentation for a holiday prevention could be a copy of payment
specification from sygedagpenge or whatever benefit you have received. Documentation could also
be a written confirmation of the holiday prevention from your employer, a-kasse or kommune.

FerieKonto will disclose information to local authorities and unemployment funds to
prevent double payment of benefits.

Box 3

Are you applying for holiday allowance from an employment that has ended at the latest on December 31st 2024?

Yes ☐ No ☐

- Have you received public benefits in the period September 1st 2023 – December 31st 2024?

Yes ☐ No ☐

- If yes, mark the box next to the benefit you have received (sygedagpenge and barselsdagpenge are not included):

- Unemployment benefits ☐
- Early retirement ☐
- Flex job scheme (does not apply to flex wage subsidies) ☐
- Reduces unemployment benefits ☐
- Rehabilitation benefits ☐
- Integration, transitional or self-sufficiency and repatriation benefits ☐
- Educational benefits (does not apply, to State Educational Grants) ☐
- Welfare benefits ☐
- Temporary labour market benefit ☐
- None of the benefits mentioned above ☐

- Number of days on public benefits in the period _____ days
- Number of holidays in excess of 4 weeks you want to have paid out _____ days
- Have you been prevented in having a holiday up till the end of the holiday period December 31st 2024? Yes ☐ No ☐

Please note: the number of holidays you can have paid out, will be reduced by the number of days you have received public benefits.

Please note: if you have been prevented from taking your holiday you must enclose documentation of your holiday prevention. Documentation for a holiday prevention could be a copy of payment specification from sygedagpenge or whatever benefit you have received. Documentation could also be a written confirmation of the holiday prevention from your employer, a-kasse or kommune.

FerieKonto will disclose information to local authorities and unemployment funds to prevent double payment of benefits.

Signature

You must sign the form. With your signature you declare that the information you have provided is correct.

Date

Your signature _____

Date

Legal guardian _____

Note that Feriepengeinfo submits information about holiday allowance to unemployment funds and local authorities.

Where to send the application?

- You must fill in and sign the application and send it to FerieKonto if you:
 - have holiday allowance with Feriepengeinfo or FerieKonto or
 - are a salaried employee and receive your normal salary during your holiday in continuing employment and have received public benefits in the holiday year/holiday period.
- Submit the form digitally on www.borger.dk/feriekonto-send-oplysninger or to FerieKonto, Kongens Vænge 8, 3400 Hillerød.
- You must send the application to your employer if you:
 - Are a salaried employee and receive your normal salary during your holiday in continuing employment and have not received public benefits in the holiday year/holiday period.

How FerieKonto and Feriepengeinfo process your personal data

We process information about you as part of case processing. You can read about this at www.borger.dk/feriepengeinfo-personoplysninger. You can have the information sent to you, if you contact us.

Guidelines

In general

- If you have excess holiday allowance paid out based on this form you might be deducted in your public benefits. The authority that is paying out the benefit can provide you with further information.
- If you are a salaried employee and receive your normal salary during your holiday in continuing employment it is your employer who must pay out your holiday allowance. You must fill in the application form and give it to your employer. **Please note:** if you have received public benefits in the holiday year/holiday period, you must send the form to FerieKonto who will make a decision on the payment.

About public benefits

- If you received public benefits in the holiday year/holiday period, you must answer yes and inform which public benefit you have received.
- The list of public benefits is exhaustive.
- If you have received sygedagpenge or barselsdagpenge, you must answer no to having received public benefits

About payment of holidays in excess of 4 weeks

- You can have all holidays in excess of 4 weeks paid out if you are in a permanent employment at the time of application and have not received public benefits in the holiday year/holiday period.
- If you apply for holiday in excess of 4 weeks in the period September 1st – December 31st immediately after the end of the holiday year, you must have entered into a written agreement with your employer concerning the payment.
- If you have received public benefits in the holiday year/holiday period, the number of days you have received public benefits will be deducted from the number of holidays in excess of 4 weeks, that you can have paid out.
- On the form you must inform us which of the below mentioned public benefits you have received in the holiday year/holiday period:

Arbejdsløshedsdagpenge, midlertidig arbejdsmarkedsydelse, kontantydelse, efterløn, fleksydelse, ledighedsydelse, ressourceforløbsydelse, integrationsydelse, uddannelseshjælp or kontanthjælp.

- Barselsdagpenge and sygedagpenge is not included in the public benefits.
- You can only apply for the holidays that exceed 4 weeks. If you have earned 5 weeks of holiday in the holiday year but only taken 3 weeks, you have 2 remaining weeks of holiday. Of these 2 weeks you can only apply for payment of the last week (holidays in excess of 4 weeks).
- You can have remaining holidays under 4 weeks paid out up till the end of the holiday period if you are having a holiday.

Prevented from taking holiday

- If you were prevented from taking holiday up till the end of the holiday period December 31st, 2024, you might still have a right to have your excess holiday allowance paid out even though you have received public benefits in the holiday period. You must send us documentation that you have been prevented from taking holiday.
- Documentation for a holiday prevention could be a copy of a payment specification from sygedagpenge or another benefit. Documentation could also be a written confirmation of the holiday prevention from your employer, a-kasse or kommune.
- Please note: Only send documentation regarding holiday prevention if you have received public benefits in the holiday period.
- You can send the documentation to FerieKonto along with this form.

Control

- Your employer must keep the application form for 5 years after the payment of the holiday allowance for the purpose of spot checks which are done by FerieKonto.
- The information you are giving on this form, can be checked. This can be done through information from employers, authorities and a-kasse. Checks can also be done by comparison of registries.
- If your application is chosen to be checked, you will be notified
- FerieKonto must inform you that your information can be passed on for scientific purposes e.g. statistics, analysis, research, and other authorities that need a comparison of registries.

For box 4

- Remember date and signature. Please note, that you are signing a solemn declaration. If you have holiday allowance paid out even though the conditions have not been met, FerieKonto can demand that the holiday allowance is paid back.