

Send to

## Application for disbursement of excess holiday

FerieKonto  
Kongens Vænge 8  
3400 Hillerød

The form is used to apply for excess holiday in the period 1 September 2023 - 30 September 2024.

Fill in the box that suits 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, 2023.

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.:	Employee number (optional):
Email:		
Name of employer:	Commercial Register (SE) no.:	
To be disbursed by:	Employee phone no.:	

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 (former 5th week of holiday) in the period of September 1st, 2023 – December 31st, 2023?** 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, 2022 – August 31st, 2023? Yes  No
- If yes, mark the box next to the benefit you have received (sygebarselsdagpenge and barselsdagpenge are not included):
  - Arbejdsløshedsdagpenge
  - midlertidig arbejdsmarkedsydelse
  - kontantydelse
  - efterløn
  - fleksydelse (does not apply for fleksløntilskud)
  - ledighedsydelse
  - ressourceforløbsydelse
  - integrationsydelse
  - uddannelseshjælp (does not apply for SU)
  - kontanthjælp
- 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, 2023?**

Yes  No

**Please note: if you have received public benefits, you must apply by September 30th, 2024 at the latest.**

- Have you received public benefits in the period September 1st, 2022 – December 31st, 2023?  
Yes  No
- If yes, mark the box next to the benefit you have received (sygedagpenge and barselsdagpenge are not included):
  - Arbejdsløshedsdagpenge
  - midlertidig arbejdsmarkedsydelse
  - kontantydelse
  - efterløn
  - fleksydelse (does not apply for fleksløn tilskud)
  - ledighedsydelse
  - ressourceforløbsydelse
  - integrationsydelse
  - uddannelseshjælp (does not apply for SU)
  - kontanthjælp
- 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, 2023?  
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, 2023? Yes  No

- Have you received public benefits in the period September 1st, 2022 – December 31st, 2023? Yes  No
- If yes, mark the box next to the benefit you have received (sygedagpenge and barselsdagpenge are not included):
  - Arbejdsløshedsdagpenge
  - midlertidig arbejdsmarkedsydelse
  - kontantydelse
  - efterløn
  - fleksydelse (does not apply for fleksløntilskud)
  - ledighedsydelse
  - ressourceforløbsydelse
  - integrationsydelse
  - uddannelseshjælp (does not apply for SU)
  - kontanthjælp
- 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, 2023? 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 4**

**Print the form and sign it with name and date.**

I solemnly declare that the information I have provided is correct.

I also declare that I have read the application guidelines.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

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.
- You can send in the form digitally on [www.borger.dk/feriekonto-send-oplysninger](http://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.

## 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, 2023, 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.

# How Feriekonto and Feriepengeinfo process your personal data

In the following, you can read more about what personal data FerieKonto and Feriepengeinfo processes, how FerieKonto and Feriepengeinfo process the data and your rights in that regard. The situations where FerieKonto/FerieKonto/Feriepengeinfo process your personal data include:

- Accrued and receivable holiday allowance
- Application for the disbursement of holiday allowance
- The disbursement of holiday allowance

FerieKonto and Feriepengeinfo are responsible for processing your personal data.

## Why FerieKonto/Feriepengeinfo process your personal data

We process your personal data to manage the tasks bestowed upon FerieKonto in accordance to The Danish Holiday Act and The Danish Executive order on holiday. This includes:

- Receiving information and payment from employers regarding employees' accrued holiday allowance
- Displaying information for employees regarding their accrued holiday allowance
- Receiving and processing applications regarding the disbursement and transfer of holiday allowance
- Controlling that holiday allowance has been rightfully received. This also entails controlling whether or not an employee received holiday allowance and public benefits simultaneously, resulting in a reimbursement of holiday allowance
- Administrating the Danish-German holiday agreement and making verdicts regarding the retention and offsetting of holiday allowance at FerieKonto
- Training our employees and improving the customer experience when you call us and confirm that we may record the conversation
- Testing our systems for the purpose of development, optimization and handling mistakes.

## What types of data do FerieKonto and Feriepengeinfo process?

We only obtain and process the data necessary for our case handling. The data processed by FerieKonto and Feriepengeinfo include:

### Ordinary personal data

- We receive your Civil Registration Number and other basic information from the Central Personal Registry (CPR)
- We receive information about reported holiday allowance from The Danish Tax Agency
- We receive information regarding NemKonto from The Danish Digitization Agency
- We receive information regarding your public benefits from municipalities and unemployment insurance funds (a-kasser)
- We receive information from your employer regarding your employment details. This includes information regarding your accrued holiday allowance and date of termination of employment.
- We receive information from Lønmodtagernes Garanti Fond regarding your accrued holiday allowance.

### Sensitive personal data

- You may yourself have provided us with the data if you have applied for disbursement of your holiday allowance or contacted us with a general inquiry concerning holiday allowance. This information may include health information or your relationship to your workers union or unemployment insurance fund.

### Criminal sentences and legal violations

- We receive information from your employer regarding criminal sentencing that is related to cases of withholding or offsetting holiday allowance.

## How do FerieKonto and Feriepengeinfo process your personal data?

FerieKonto and Feriepengeinfo process your personal data on the basis of the Danish Holiday Act, the Danish Executive Order on holiday and the executive orders that are warranted by it.

We may obtain information needed for case processing and for checking disbursements of holiday allowance. This may be done with assistance from Udbetaling Danmark. This is permitted by the law regarding Udbetaling Danmark and established guidelines. These guidelines include guidelines on the erasure of data.

## Who do we pass on your personal data to?

We can pass on your personal data to others who are legally permitted to obtain the data. This includes authorities, institutions and relevant private corporations. We pass on the following personal data:

### Ordinary personal data

- We pass on information to municipalities and unemployment insurance funds (a-kasser) regarding the disbursement of holiday allowance for the purpose of control.
- We pass on information to your employer regarding your application for holiday allowance
- We pass on information to Arbejdsmarkedets Feriefond/private holiday funds regarding your undisbursed holiday allowance
- We pass on information to the probate court regarding holiday allowance in estates
- We pass on information to the Danish Debt Collection Agency regarding debt in cases of wrongfully disbursed holiday allowance
- We pass on information to Ankenævnet for Arbejdsmarkedets Tillægspension/Ankestyrelsens Beskæftigelsesudvalg regarding complaints made about FerieKonto's decisions
- We pass on your case to Rigsarkivet in certain situations

## How long do we keep your personal data?

We keep your data for the duration of the processing of your case and delete it after 6 years. We keep the data after we have processed your case because of rules in the Danish Holiday Act and the Book-keeping Act.

When you contact FerieKonto and Feriepengeinfo by phone, you might be asked for permission to record the conversation. The conversation will only be recorded if you give us your permission to do so. All recorded conversations will be deleted after two months. You can always contact FerieKonto and Feriepengeinfo, if you wish to have the recording deleted sooner.

## Automatic individual decisions

We may make decisions that are solely based on automatic case processing. We make automatic decisions by gathering information from you that is compared to information provided by your employer regarding your accrued holiday allowance. Collectively, this determines whether or not you are entitled to the disbursement of holiday allowance.

## What rights do you have?

You can obtain a copy of the data that we use to handle your case (insight). You can file a complaint regarding our treatment of your personal data (right to object).

You can also request the following:

- to have your personal data rectified or erased
- to have the data sent to you or another party
- FerieKonto/Feriepengeinfo to suspend the processing of your case.

Finally, you can object to FerieKonto or Feriepengeinfo making automated decisions.

If you request to have your personal data erased, we cannot guarantee that we can accommodate your request.

There may be conditions or limitations regarding the rights mentioned above. You can therefore not be certain that it is your right to have your personal data deleted in certain situations. This depends on the conditions of the data processing in question. This may be because personal data are part of a case regarding disbursement made to a third party or the compliance of a legal claim.

## **If you have questions**

If you have questions concerning FerieKonto or Feriepengeinfo's processing of your personal data or if you want to exercise your rights to, for example, get access to or erase your personal data, you can contact FerieKonto or Feriepengeinfo.

FerieKonto  
Kongens Vænge 8, 3400 Hillerød  
Tlf. 70 11 49 10

Feriepengeinfo  
Kongens Vænge 8, 3400 Hillerød  
Tlf. 70 11 42 42

If you write to FerieKonto or Feriepengeinfo, please write "personal data" in the subject line.

## **Are you unsatisfied with the processing of your personal data?**

You can contact the Data Protection Officer if you think

- that you have not received a satisfactory response to your request for access to your personal data
- that FerieKonto or Feriepengeinfo have not respected your rights.

Contact the Data Protection Officer at [borger.dk/atp-dpo-kontakt](mailto:borger.dk/atp-dpo-kontakt) or Tel. 70 11 12 13.

If you disagree with the way in which FerieKonto or Feriepengeinfo processes your personal data, you may submit a complaint to the Danish Data Protection Agency (Datatilsynet).

Please note that the Danish Data Protection Agency is only a complaints body in respect to FerieKonto's and Feriepengeinfo's processing of personal data and not the handling of your case.

If you disagree with the way in which FerieKonto or Feriepengeinfo is handling your case, you should contact FerieKonto or Feriepengeinfo.

## **Data controller**

FerieKonto and Feriepengeinfo  
Kongens Vænge 8, 3400 Hillerød  
CVR-nr. 33088566

## **Legal framework**

- The General Data Protection Regulation
- The Danish Data Protection Act
- The Danish Holiday Act

The acts and regulations are available at [www.retsinformation.dk](http://www.retsinformation.dk) and [www.eur-lex.eu](http://www.eur-lex.eu).