

Send to

Feriepengeinfo  
Kongens Vænge 8  
DK-3400 Hillerød

## Apply for disbursement of holiday allowance if you have been prevented from taking holiday

**You must use this form if you do not have NemID (Danish digital signature). If you have NemID, you must apply digitally at [www.lifeindenmark.dk/holiday-allowance](http://www.lifeindenmark.dk/holiday-allowance).**

You can have your holiday allowance disbursed if you have been prevented from taking holiday before the end of the main holiday period on 30 September or the end of the holiday year on 30 April.

### How to fill in the form:

- Fill in all the fields under Personal data and employment.
- You can find information about your employment either on [www.lifeindenmark.dk/holiday-allowance](http://www.lifeindenmark.dk/holiday-allowance) or in the holiday letter that you have received from Feriepengeinfo.
- State why you were prevented from taking holiday.
- State the period during which, you were prevented from taking holiday. See guidelines on page 3.

### Personal data and employment:

Only fill in the employee number if it appears from the information about your employment.

Name of employee	Civil registration (CPR) no.	Employee number
Name of employer	Commercial Register (SE) no.	
To be disbursed by	Employee phone no.	

You must make sure that the party which is to disburse your holiday allowance has your account details.

### Reason for you being prevented from taking holiday

Please state why you were prevented from taking holiday. Only the reasons listed below are valid reasons according to the Danish Holiday Act (FerieLOVEN). You may only state one reason.

- |                                                                                                                     |                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Own illness                                                                                | <input type="checkbox"/> Having participated in a lawfully called labour dispute                                                                                                                                                                                                        |
| <input type="checkbox"/> Maternity/paternity or adoption leave                                                      | <input type="checkbox"/> Having done my military service or similar service                                                                                                                                                                                                             |
| <input type="checkbox"/> Having worked abroad under a contract of employment not covered by the Danish Holiday Act. | <input type="checkbox"/> Needing money to pay for my holiday due to a dispute between me and an employer during the holiday year concerning my holiday allowance                                                                                                                        |
| <input type="checkbox"/> Having become a self-employed person                                                       | <input type="checkbox"/> Having been granted leave from my job or having, for a short, limited period of time, been compensated for loss of earnings or awarded pay or emoluments under the Danish Social Services Act ( <i>ServiceLOVEN</i> ) to take care of an ill or dying relative |
| <input type="checkbox"/> Having started working at home                                                             |                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> Having been elected mayor, appointed minister or taken up a similar post                   |                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> Having been imprisoned or placed in other preventive detention                             |                                                                                                                                                                                                                                                                                         |

### Period during which you have been prevented from taking holiday

State the first day of the period during which you were prevented from taking holiday. Either tick the box if you are still prevented from taking holiday, or state the last day you were prevented from taking holiday.

First day of the period during which you were prevented from taking holiday.

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
(DDMMYY)

Tick this box if you are still prevented from taking holiday:

Or

Last day of the period during which you were prevented from taking holiday.

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
(DDMMYY)

### Signature

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

If you are under 15 years of age, your parents/guardians must sign here.

Parent/guardian 1's signature \_\_\_\_\_

Parent/guardian 2's signature \_\_\_\_\_

Please note that Feriepengetinfo 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.

**Please fill in and submit the form to Feriepengetinfo, Kongens Vænge 8, 3400 Hillerød, Denmark.**

## Guidelines

### **If you have been prevented from taking holiday before 30 September (main holiday)**

You are entitled to 15 days of holiday during the main holiday period from 1 May to 30 September. This means that if you have been prevented from taking your main holiday before the end of the main holiday period on 30 September, you may apply for disbursement of your holiday allowance for these 15 days. If you have earned less than 15 days of holiday, all the days of holiday to which you are entitled are considered to be main holiday.

### **If you have been prevented from taking holiday before 30 April (remaining holiday)**

You are entitled to 25 days of holiday between 1 May and 30 April. This means that if you have been prevented from taking holiday before the end of the holiday year on 30 April, you may apply for disbursement of your remaining holiday allowance.

### **Reason for you being prevented from taking holiday**

Please state why you were prevented from taking holiday. The reason stated must be valid according to the Danish Holiday Act. A heavy workload, for instance, is not a valid reason.

### **Period during which you were prevented from taking holiday**

You must state the period during which you were prevented from taking holiday, i.e. the first and last day of this period. Tick this box if you are still prevented from taking holiday.

You must state the number of days of holiday in respect of which you apply for disbursement of holiday allowance because you have been prevented from taking holiday. See the examples below.

### **If you have been prevented from taking holiday before 30 September (main holiday period)**

You are entitled to take your main holiday as a consecutive period. The main holiday corresponds to 15 days of holiday or the total number of days of holiday you have earned if less than 15 days.

Example:

- You were absent due to illness between 1 and 20 September and have not taken your 15 days of main holiday yet. Therefore, it is no longer possible for you to take your main holiday as a consecutive period before 30 September. You are entitled to apply for a holiday allowance for 15 days of holiday.

### **If you have been prevented from taking holiday before 30 April (remaining holiday)**

You are not entitled to a holiday allowance for weekdays falling after the end of the period during which you were prevented from taking holiday. If this period ended/ends before 30 April, you must take the remaining days of holiday before the holiday year ends in order to have the holiday allowance disbursed.

Examples:

- You are absent due to illness from 1 March to 15 April and have 15 days of holiday left. It is still possible for you to take ten days of holiday between 15 and 30 April. Therefore, you are only entitled to the disbursement of five days of holiday allowance because you were prevented from taking holiday.
- You are absent due to illness from 20 April and have 15 days of holiday left. You are only prevented from taking eight days of holiday from 20 to 30 April. Therefore, you are only entitled to the disbursement of eight days of holiday allowance because you were prevented from taking holiday.

## How FerieKonto and Feriepengeinfo process your personal data

You are receiving this notification because we must inform you that FerieKonto and Feriepengeinfo process information about you as part of our case handling. This information is known as personal data.

Here, you can read about the data which we process, how we process them and what rights you have in this connection.

### What data do FerieKonto and Feriepengeinfo process?

The purpose of FerieKonto and Feriepengeinfo is to display accrued and receivable holiday pay and to process applications digitally or, in special cases, via manual case handling. We only obtain and process the data necessary for our case handling.

The data processed by FerieKonto and Feriepengeinfo include

- information about your and your employer's identity
- information about your employment
- information about accrued days of holiday
- contact details
- NemKonto (automatically assigned personal bank account).

You may yourself have provided us with the data because you have applied for disbursement of your holiday pay or contacted us with a general inquiry concerning holiday pay.

Your employer, an unemployment insurance fund or a public authority may have provided the data in connection with the reporting of holiday pay. In connection with our case handling, we may also have obtained data from employers' organisations, other public authorities, LG – The Employees' Guarantee Fund, the Danish Labour Market Supplementary Pension Fund, Arbejdsmarkedets Feriefond (the Danish Labour Market Holiday Fund) and parties administering amounts covered by section 36(2) of the Danish Holiday Act (Ferieloven).

### How we process your personal data

FerieKonto and Feriepengeinfo process your personal data on the basis of the Danish Holiday Act, the Danish Executive Order on FerieKonto, the Danish Executive Order on Feriepengeinfo and personal data protection rules. We can correlate data to prepare cases for handling and for control of disbursements etc., for example to uncover fraud. This may, if required, be done with assistance from Udbetaling Danmark – Public Benefits Administration on the basis of special rules in the Danish Act on Udbetaling Danmark – Public Benefits Administration (Lov om Udbetaling Danmark) and in accordance with established routines for the process, including for deletion of data.

As part of the case handling, it may be necessary to disclose your personal data to, for example, recognised unemployment insurance funds, Udbetaling Danmark – Public Benefits Administration, Arbejdsmarkedets Feriefond, the Employees' Fund for Residual Holiday Funds (Lønmodtagernes Fond for Tilgodehavende Feriemidler) as well as local and central government authorities which, by law, are entitled to receive the data or with which we collaborate.

FerieKonto will delete the data about you 10 years after the last employer contribution, and Feriepengeinfo will delete the data about you 10 years after the last entry.

### What rights do you have?

You can submit an objection to FerieKonto and Feriepengeinfo having personal data about you.

You can obtain a copy of the data that FerieKonto and Feriepengeinfo have about you.

You can also request

- 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 have questions

If you have questions regarding our processing of your personal data, or if you wish to exercise your rights, you may contact FerieKonto during our opening hours on tel. +45 70 11 49 10 or Feriepengeinfo during our opening hours on tel. +45 70 11 42 42 or via 'Contact' at [www.lifeindenmark.dk/holiday-allowance](http://www.lifeindenmark.dk/holiday-allowance).

You can also contact our Data Protection Officer on telephone no. +45 70 11 12 13 or email at [dpo@atp.dk](mailto:dpo@atp.dk).

If you disagree with the way in which FerieKonto or Feriepengeinfo processes your personal data, you can complain to the Danish Data Protection Agency (Datatilsynet). Please note that the Danish Data Protection Agency is only the complaints board for FerieKonto's or Feriepengeinfo's processing of personal data. If you disagree with FerieKonto's or Feriepengeinfo's handling of your case, you must contact FerieKonto or Feriepengeinfo directly.

### Legal framework

You can read more in:

- The Danish Holiday Act
- The Danish Executive Order on FerieKonto
- The Danish Executive Order on Feriepengeinfo
- The General Data Protection Regulation
- The Danish Data Protection Act (Databeskyttelsesloven).

The Acts and Regulation are available at [www.retsinformation.dk](http://www.retsinformation.dk) (in Danish).