Guide:
How to apply for disbursement of holiday allowance if you have left the Danish work market
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

Find your code card and enter the number next to the code displayed.

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 xxxx) and follow the guidelines there.

This guide applies only when you apply for holiday allowance from Feriepengeinfo.
Select reason for disbursement

1. Select ‘I have left the Danish labour market’ (Jeg har forladt det danske arbejdsmarked).

2. Enter the date you left the Danish labour market. You must submit your application within six months, which means that you cannot select a date more than six months back in time.

If you have not submitted your application within six months, you must take holiday in order to have your holiday allowance disbursed. If you are a pensioner or have left Denmark, it is up to you to decide when you want to take the holiday. Under ‘reason’ (årsag), select ‘I am taking my holiday and do not receive public benefits while on holiday’ (Jeg holder ferie og modtager ikke offentlige ydelser under ferien).

3. Select the reason why you have left the Danish labour market.

4. 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).
Overview of your holiday allowance

Below you will find an overview of the holiday allowance that may be disbursed to you due to your leaving the Danish labour market.

If you believe that the information is incorrect, you must contact your employer. The information can only be corrected by your employer.

1. Click ‘Continue’ (Videre).
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.

1. 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.