

Send to

Feriepengeinfo
Kongens Vænge 8
3400 Hillerød

Application for disbursement of holiday allowance

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/holiday-allowance.

How to fill in the form:

- Fill in all fields under Personal data and employment.
- You can find information about your employment either at www.lifeindenmark.dk/holiday-allowance or in the holiday letter that you have received from Feriepengeinfo.
- State the reason for your application - either a period of holiday or your last day on the Danish labour market.

Personal data and employment:

Only state your 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 ensure that the party who is to disburse your holiday allowance has your bank information.

Indicate the reason for your application for disbursement of holiday allowance

Fill in one box only.

<input type="checkbox"/> I am taking / have taken holiday	First day of holiday: <input type="text"/> (DDMMYY)
	Number of days of holiday: _____

<input type="checkbox"/> I have left the Danish labour market	Last day on the Danish labour market: <input type="text"/> (DDMMYY)
Indicate the reason:	
<input type="checkbox"/> Old-age pension or early retirement pension	
<input type="checkbox"/> I stopped working for my Danish employer due to emigration and have been deregistered from the National Register	
<input type="checkbox"/> I stopped working for my Danish employer and left Denmark / I have never been registered with the National Register	

Signature

I solemnly declare that the information I have provided is correct.
Date _____ Signature _____
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.

The form must be filled in and sent to Feriepengeinfo, Kongens Vænge 8, DK-3400 Hillerød

Guidelines

You must fill in the fields under Personal data and employment in order for Feriepengeinfo to process your application.

- The information appears from the holiday letter you received from Feriepengeinfo.
- Only fill in the employee number if it appears from the letter you received from Feriepengeinfo.

I am taking / have taken holiday

You are not allowed to receive holiday allowance and certain public benefits at the same time. Public benefits may comprise unemployment benefit, early retirement benefit or direct social security benefit. Ask your local authority or unemployment fund which public benefits affect disbursement of your holiday allowance. If you receive public benefits, you must schedule your holiday with your job centre, unemployment fund or local authority before applying for holiday allowance.

If you are taking holiday and you are not receiving public benefits at the same time, you must enter the information below.

First day of holiday: Select your first day of holiday. Saturdays, Sundays and public holidays typically do not count as days of holiday, unless you normally work on these days.

Number of days of holiday: Select the number of days of holiday you are taking.

As a general rule, you must take full days of holiday. A week of holiday generally corresponds to five days of holiday. If you want to take all your days of holiday from one employer, and the number of days does not divide evenly into full days of holiday, enter your total number of outstanding days.

I have left the Danish labour market

You can claim your holiday allowance without taking holiday, if you have left the Danish labour market, i.e. if:

- you have been awarded old-age or early retirement pension
- you have retired to move abroad and have been deregistered from the National Register
- you are no longer attached to the Danish labour market because your employment with a Danish employer has been terminated, and you have never been registered with the National Register.

Please note that you must be able to provide documentation to the effect that you have left the Danish labour market. Read about the documentation you must be able to provide under 'Reason'.

Reason: Indicate the reason why you left the Danish labour market.

- **Old-age or early retirement pension:** If you leave the labour market for reasons of age or ill health. The documentation may be one of the following: 1) you have been awarded old-age pension, 2) you have been awarded benefits under the Danish Early Retirement Act, or 3) you have received disbursement of pension from a private pension scheme or from a pension scheme as part of an employment relationship. This does not apply if you are receiving early retirement benefit or benefits under the Danish flexi job scheme and you are not receiving old-age pension at the same time. Read more at lifeindenmark.dk.
- **You stopped working for your Danish employer due to emigration and have been deregistered from the National Register:** If you retire to move abroad and deregister from the National Register. The documentation may consist of proof that you have deregistered from the National Register.
- **You stopped working for your Danish employer and left Denmark / you have never been registered with the National Register:** If you live abroad and have worked in Denmark, but your employment relationship has ended. The documentation may consist of proof that you have been enrolled in a foreign unemployment fund or documentation that you are working abroad.

Last day on the Danish labour market: Enter the date when you stopped working in Denmark. Disbursement of holiday allowance is subject to a time limit of six months under this rule. Consequently, your holiday allowance cannot be disbursed under these rules if your last day of work was more than six months ago.

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.

You can also contact our Data Protection Officer on telephone no. +45 70 11 12 13 or email at 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 (in Danish).