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**Be aware of the following:**

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| 1. Read Guide to wage earners on unclaimed holiday pay before you complete the form.
2. Arbejdsmarkedets Feriefond (The Labour Market’s Holiday Fund) can only pay out your holiday pay if your employer from the holiday period for which you apply can document that the holiday was taken.If you received daily benefits, your unemployment insurance fund can provide documentation. If you received transfer income, your municipality can provide documentation.
3. Contact FerieKonto (Holiday Account) if:

\*You were prevented from taking holiday owing to illness, childbirth or leave\*You received study grants during the holiday period stated or you are a trainee\*You did not have an employer during the holiday period stated\*You have retired or taken early retirement\*Your employer for the holiday period stated has gone into insolvent liquidation or\*You are a self-employed traderFind FerieKonto at borger.dk / lifeindenmark.dk 1. Your right to holiday pay becomes statute-barred after three years as regards holiday pay earned during the period 1 January to 31 December 2018 or earlier.
2. **Complete this form.**
3. **Send the form by digital post to Arbejdsmarkedets Feriefond**

Do you not have NemID? Go to [www.aff.dk](http://www.aff.dk). Click on ”contact” at the top of the page. Upload the form. Send. Or send by unregistered mail to Arbejdsmarkedets Feriefond, Otto Mønsteds Gade 5, 1571 København V. |

**When did you take your holiday?**

|  |  |  |  |
| --- | --- | --- | --- |
| To be completed bythe wage earner | Holiday period(s) (including both days) Remember that you can only take holiday on **weekdays**.If, for example, you accrued holiday in 2018 you must document holiday taken in the holiday year 1 May 2019 to 30 April 2020. | Number of days of holiday | Amount |
|  |  |  | ’**-** |  |  |  |  |  |  |  |  |
|  |  | (dd-mm-yy) | - | (dd-mm-yy) |  |  |  |  |  |  |  |
|  | (dd-mm-yy) | - | (dd-mm-yy) |  |  |  |  |  |  |
|  | (dd-mm-yy) | - | (dd-mm-yy) |  |  |  |  |  |  |
|  | (dd-mm-yy) | **-** | (dd-mm-yy) |  |  |  |  |  |  |
|  | (dd-mm-yy) | **-** | (dd-mm-yy) |  |  |  |  |  |  |
|  | (dd-mm-yy) |  | (dd-mm-yy) |  |  |  |  |  |  |

**Did you receive any other support during the holiday period for which you apply?**

To be completed by the wage earner.

 No, I received no other support (wage/salary, daily benefits or public income support) during any of the periods I have stated above

Yes, I received full or partial support during one or more of the periods I have stated above (wage/salary, daily benefits or public income support)

**Did you carry out work during the holiday period for which you apply?**

To be completed by the wage earner.

 No, I did not carry out work for my present or any other employer during one or more of the holiday periods stated

Yes, I carried out work for my present or another employer during one or more of the holiday periods stated

**Personal data (use block letters)**

|  |  |  |
| --- | --- | --- |
| To be completed bythe wage earner | First name(s) and Last name | Civil registration number |
|  |  |
| Address | Postal code and town/city |
|  |  |
| E-mail address | Telephone no. |
|  |  |
| Signature | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | Date: / 20\_\_\_ |

**Employer information**

Your employer from the holiday period(s) is to document the correctness of the information on your holiday periods and the value of your days of holiday by **signing** the form

|  |  |
| --- | --- |
| To be completed by the company | Company name  |
|  |
| Company CVR/VAT (SE) nos. |
|  |
| Company address |
|  |
| Responsible management person (block letters) |
|  |
| Date and signature of the responsible management person:I confirm by my signature that the person who applies actually took holiday during the holiday period(s) stated in the application. |
| Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_\_ 20\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**How does Arbejdsmarkedets Feriefond process your personal data?**

When you approach Arbejdsmarkedets Feriefond by using this application form, we process personal data about you. This is done as part of the performance of the tasks imposed on us as an authority in pursuance of the Danish Holiday Act. Arbejdsmarkedets Feriefond is a public independent institution that carries out regulatory tasks in pursuance of the Danish Holiday Act. You can read more about how we process your personal data here: <https://www.aff.dk/Om%20fonden/Persondatabeskyttelse.aspx>