**Please note the following:**

|  |
| --- |
| 1. Please read the [Employee Guide to Unclaimed Holiday Allowance](https://aff.dk/loenmodtagere/vejledning-guide-anleitung/guide-in-english/) before you complete this form.
2. Arbejdsmarkedets Feriefond is only able to pay you your holiday allowance if you have already taken your holiday. You therefore need to submit documentation to prove that you have taken your holiday. This documentation may be:
	1. payslips from your employer on the date of your holiday
	2. payment advice from your unemployment fund
	3. military service contract if you have taken holiday during military service
	4. payment notification from your municipality
3. Your holiday allowance entitlement lapses after five years if you have accrued holiday allowance in the period 1 January to 31 August 2019 or later. Entitlement to holiday allowance accrued in 2018 or earlier will lapse after three years.
4. **Complete this form.**
5. **Remember to document holiday or reasons that you were unable to take your holiday. Please see Employee Guide. (link)**
6. **Submit the form to Arbejdsmarkedets Feriefond by Digital Post**
7. Don’t have MitID? Please visit [www.aff.dk](http://www.aff.dk). Click ‘contact’ at the top of the page. Upload the form using the contact form. Send. Or send by post to Arbejdsmarkedets Feriefond, Otto Mønsteds Gade 5, 1571 Copenhagen V.
 |

**When have you taken your holiday?**

|  |  |  |  |
| --- | --- | --- | --- |
| To be completed byemployee | Holiday period(s) (both days incl.) Remember that you can only take holidays on **weekdays**.If you have e.g. accrued holiday in 2020/21 (1 September 2020 to 31 August 2021), you must document holiday you have already taken in the holiday period 1 September 2020 to 31 December 2021. **Double-click to edit online** | Number of holidays | Amount |
|  |  |

**Have you been in receipt of other support in the holiday period applied for?**

To be completed by employee.

[ ]  No, I have not been in receipt of other support (salary, unemployment benefit or public benefits) in any of the periods that I have indicated above

[ ]  Yes, I have been in receipt of full or partial other support in one or more of the periods that I have indicated above (salary, unemployment benefit or public benefits)

**Have you performed work in the holiday period applied for?**

To be completed by employee.

[ ]  No, I have not performed work for my current or another employer in one or more of the holiday periods applied for

[ ]  Yes, I have performed work for my current or another employer in one or more of the holiday periods applied for

**Has anything prevented you from taking your holiday?**

**The reason you were unable to take your holiday may be e.g. illness, maternity/paternity leave or other leave**

To be completed by employee

[ ]  Yes, I have been prevented from taking my holiday due to illness, maternity/paternity leave or other leave.

[ ]  No, I have not been prevented from taking my holiday.

**Personal details (in capitals)**

|  |  |  |
| --- | --- | --- |
| To be completed byemployee | First name(s) and surname | CPR number |
|  |  |
| Address | Postcode and city |
|  |  |
| E-mail address | Telephone no. |
|  |  |
| Signature | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | Dated / 20\_\_\_ |

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

When you contact Arbejdsmarkedets Feriefond using this application form, we process personal data about you. This is done as part of performing the tasks that we as a government authority are charged with pursuant to the Danish Holiday Act. Arbejdsmarkedets Feriefond is a self-owned public institution that performs government authority business pursuant to the Danish Holiday Act. Find out more about how we process your personal data [here.](https://aff.dk/om-fonden/persondatabeskyttelse/)