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Information about *schablonsemester* (standard holidays) at MBW:

What is the meaning of schablonsemester (standard holidays)?

MBW schedule standard holidays for PhD students, researchers, postdocs and group leaders. Schablonsemester means that vacation days are automatically registered in the HR-system Primula by the administration. Schablonsemester facilitates administration and avoids the problem of having saved days in the system. Schablonsemester builds on a common agreement between the employer and the employee. Communication between PhD student and supervisor is therefore essential.

How does it work?

You plan your holidays according to your personal needs and according to the requirements of your project/education. Remember to discuss with your supervisor and agree on the holiday schedule. You keep track of how many days you have taken/how many days left. The MBW administration will take care of the formalities in the HR-system Primula. You will get the "holiday pay" payed in the summer starting week 27 (regardless of when you take the real vacation). If you have remaining vacation days (for example if your employment has been extended during the year/after the summer) left in November, you will get the remaining holiday pay in December.

When do I take my vacation?

Plan your holidays together with your supervisor and according to the requirements of your project/education.

How many vacation days do I have?

The same as if you register the vacation days yourself in Primula. The number of vacation days you are entitled to depends on your age and also how many months you are employed during the year. The exception is if you are parental leave. Vacation or holiday pay cannot be taken out during parental leave.

The number of vacation days you are entitled to depends on your age.

Number of Vacation Days

Age	Up to the age of 29	From the year you reach 30	From the year you reach 40
Days	28	31	35

Saturdays and Sundays as well as public holidays are not counted as vacation days.
Maundy Thursday, Midsummer's Eve, Christmas Eve and New Year's Eve are regarded as public holidays.

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Can I save vacation days from one year to the next?

Not in Primula, but in practice. You keep track of your own vacation days and agree with your supervisor on how to spend them.

Do I get the "Holiday Pay"?

Yes, you get the holiday pay every year for the number of vacation days you are entitled to have that year. The exception is if you are parental leave. Vacation or holiday pay cannot be taken out during parental leave.

How much is the "Holiday Pay"?

> A supplementary payment of 0,44 % of an employee's normal salary per month is paid for each vacation day. For those employees that belong to a Trade Union affiliated with Saco-S (The Swedish Confederation of Professions) the supplementary payment of 0,49 % is paid for each vacation day.

What happens if I do not want to have schablonsemester/standard holidays?

1) You inform Van that you will register your vacation yourself by email (van.lesabrie@su.se).
2) IMPORTANT: You have to plan the vacation for the entire year latest by April 30.
3) You enter the HR-system Primula and register your vacation days (also important that you plan in agreement with your supervisor).
4) Do not forget to register the vacation days! If you have not registered all your vacation by April 30, Sara will send you a reminder.
5) In case you still have vacation days to be scheduled by June 15, the MBW administration will schedule the remaining days for you (as for standard holiday).