Stockholms universitet

Datum för revidering
2026-10-07

**Vacation Leave Procedure-Department of Physics**

**Approved by:** Head of Administration
**Effective from:** January 1, 2027

**Background**

This vacation leave procedure aims to ensure consistent, legally compliant, and appropriate management of vacation leave within the Department of Physics (Fysikum).

- The vacation leave year covers the period from 1 January to 31 December.
- The main vacation period is normally scheduled between June to August and comprises 20 days of vacation leave.
- As a rule, vacation leave should be taken during the year in which it is earned.
- For further information, please refer to the university's vacation leave guidelines Vacation - Medarbetarwebben

**Planning and Registration**

Vacation leave shall be planned through dialogue between the employee and their manager, considering both operational requirements and the employee's preferences.

**The employee is responsible for:**

- Discussing vacation leave plans with their manager or supervisor before submitting a leave request
- Planning vacation leave well in advance
- Registering vacation leave in Primula within the established deadlines

Vacation leave requests must be submitted and registered in the HR system Primula.

**Following deadlines apply:**

- All requests for the main vacation period must be registered in Primula no later than **30 April**
- Any remaining vacation leave days must be registered in Primula no later than **4 December**.

**Saved vacation Leave**

- A minimum of 20 vacation leave days must be taken during the leave year.
- Employees entitled to more than 20 paid vacation leave days during a calendar year may save one or more leave days for a future year.
- The total number of saved vacation leave days may not exceed 30 days.



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Saved vacation leave must be used within five years from the end of the leave year in which it was accrued, unless otherwise stipulated by legislation, collective agreements, or university-wide guidelines.
For further information, please refer to the Swedish Annual Leave Act Semesterlag (1977:480) | Sveriges riksdag

**Approval of Vacation Leave**

Vacation leave shall be approved as follows:

- For technical and administrative staff, vacation leave is approved by the employee's immediate manager.
- For all other employees, vacation leave is approved by the Head of Department or the Deputy Head of Department.

**Changes to Approved Vacation Leave**
As a rule, approved vacation leave shall remain unchanged.
Changes to previously approved vacation leave may only be made with written justification and upon approval by the Head of Department. Such changes may normally only be granted in cases of illness, business travel, conference participation, or special requirements related to externally funded activities.

**Validity**
This annual leave procedure applies to all employees of the Department of Physics (Fysikum) and enters into force on January 1, 2027. The procedure remains valid until further notice and shall be reviewed as necessary.

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**Document Information**
**Document Name:** Vacation Leave Procedure – Department of Physics (Fysikum)
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**Valid Until Further Notice:** Yes
**Responsible for Review and Follow-up:** Head of Administration / HR Function
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