

## **Guidelines for awarding holiday fund trips every other year:**

At the board meeting on 8 May 2023, the board of the SIK Holiday Fund decided on the following guidelines regarding holiday fund trips every two years:

1. There must be a certain amount of capital available before the holiday fund trips for the eligible employees can be started. Therefore, such holiday fund trips will be able to be awarded to employees at the earliest with effect as of 1 April 2024 (2 years after the agreement's entry into force date).
2. Support is provided for holiday fund trips that are held after a continuous earning period of at least 2 years, calculated from employment, in a position within the public sector. A lack of an accrual period of up to 6 weeks within an accrual period of 2 years in connection with a job change from one position to another position within the public sector will not affect the calculation of when an employee is entitled to a holiday fund trip .
3. SIK's Secretariat will carry out the necessary checks to ensure that the applicant meets the conditions for obtaining a holiday fund trip, including that the person concerned is employed in a position at the time of application that entitles them to a holiday fund trip, and that the requirement for an accrual period of 2 years is fulfilled.
4. Leave period without pay is not included in the accrual period.
5. Applications to SIK's secretariat for free holiday travel in 2024 can be submitted to SIK at the earliest per 1 December 2023. Application must be received no later than 3 months before desired departure.
6. Applications can only be made online via SIK's website.
7. SIK's Secretariat determines which documentation must be attached to the application.
8. You can apply for a holiday fund trip to Copenhagen and return in economy class (restrictive ticket). Any upgrade to other types of tickets is at your own expense. If an overnight stay is necessary for logistical reasons, this will be paid for by the Holiday Fund.
9. You can also apply for a holiday fund trip within Greenland. The holiday fund pays the full amount for a restrictive ticket, regardless of the destination in Greenland. If an overnight stay is necessary for logistical reasons, this will be paid for by the Holiday Fund.
10. A cancellation insurance policy will also be ordered together with the flight ticket.
11. The right to a holiday fund trip also includes the employee's spouse or partner - as well as the applicant's children or the spouse's/partner's children under the age of 18, if they are part of the employee's household. Any cohabitant must have lived at the same address in the national register for at least 1 year with the beneficiary at the time of application, in order to participate in the holiday fund trip.

12. Adopted children under the age of 18 and children under the age of 18 in the household for whom there is written care permission have the right to participate in such a holiday fund trip.

13. A family holiday must be taken together. However, a child who is going on a school break can travel from home to Copenhagen on a single ticket. Travel home for the child will be at your own expense.

14. The right to holiday fund travel requires the employee to return to the place of employment.

15. The right to support from the fund must be used no later than 23 months after the end of the accrual period, otherwise the right will lapse. After this, you can only get a holiday fund trip at the time when you are again entitled to a holiday fund trip according to the applicable rules.

16. If, during the accrual period, the employee takes part in a holiday trip, financed by SIK's holiday fund, or another holiday fund, or participates in drawing lots trip from SIK's holiday fund by virtue of the spouse's or partner's employment (1 year cohabitation at the same address), the right to a holiday fund trip from SIK's holiday fund, regardless of whether the spouse/cohabitant is a public or private employee.

17. If an employee has been given a drawing lots trip to be held in 2023, they may well be awarded a holiday fund trip in 2024, provided they otherwise meet the conditions for being awarded such a trip.