CONTOSO · COPENHAGEN OFFICE · HUMAN RESOURCES

Leave and absence

Version of January 2026 · Owner: Human Resources team

Paid leave

You earn 2.08 working days of paid leave per month worked, which is 25 days per year. Book leave in the "My HR space" app at least two weeks in advance for an absence of more than three days.

Extra rest days

On top of paid leave, employees on a yearly days contract have 10 rest days per year, to take freely.

Starting during the year

Leave is earned from the first month. You can take leave during your probation period, with your manager's approval.

Sick leave

Tell your manager the same day, then send your medical certificate to Human Resources within 48 hours.

Office closure

The Copenhagen office is closed between Christmas and New Year. These days are deducted from paid leave.

Contoso is a fictitious company used for Microsoft demonstrations. Demonstration document.