

# Application Form Flexible Working Hours 2015



If you wish to make an alternative choice, please complete the Flexible Working Hours 2015 form and submit this in good time.

If you opt for the long term savings variant, this requires the approval of the mandate holder, not your supervisor.

Please submit the completed form, signed by your supervisor, to your P&O department.

Name .....  
Date of birth ..... Contracted working hours .....  
Faculty/Unit .....  Academic staff  Non-academic staff

Wishes to commence flexible working with effect from .....

## Note

- Those participating in senior staff schemes are excluded from the system of flexible working hours.
- In line with article 5.1, paragraph 4, of the collective labour agreement Dutch Universities (cao), implementation of the Selection Model, including the long-term saving option mentioned in article 5.5 of the cao, may not result in the number of leave hours available to the employee being less than four times the employee's weekly working hours.

**Flexible working hours option** (based on a full-time appointment of 38 hours per week. The information below applies proportionally to part-time workers):

1. work 36 hours per week in exchange for 96 hours of leave.
  - A. This option exists in two variants:
    - work 5 days;
    - work 4 days of 9 hours.
  - B. In addition, this option includes the following variants:
    - take up the leave accumulated in the course of the year;
    - opt for a long-term saving option and save a maximum of 72 hours per year (please fill in below).
2. work 38 hours per week with no accumulation or surrender of extra leave. Under this option, the following variants are possible:
  - take up the leave accumulated in the course of the year;
  - opt for a long-term saving option and save a maximum of 72 hours per year (please fill in below).
3. work 40 hours per week and build up 96 hours of leave. This option exists in two variants:
  - take up the leave accumulated in the course of the year;
  - opt for a long-term saving option and save a maximum of 72 hours per year (please fill in below).

## Long-term saving option (if applicable)

Opt for a long-term saving option and save 72 hours per year:

- 3 years (total 216 hours over 3 years);
- 4 years (total 288 hours over 4 years);
- 5 years (total 360 hours over 5 years);
- or: saving ..... hours on an annual basis over ..... years, amounting to a total of ..... hours saved over ..... years. (Please enter the choice 3, 4 or 5 years and the number of hours).

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Members of **academic staff** and **non-academic staff employed by one of the faculties of Leiden University and paid according scale 11 or higher of the cao Dutch Universities** can choose between two additional options:

- Decide on an annual target in consultation with their supervisor, if both parties agree. There is no entitlement to leave.
- An annual target combined with the savings options. The number of hours that have to be worked per year will be increased by the number of hours of leave that are to be saved (with a maximum of 72 hours).

**Actual working hours (always in multiples of whole or half hours):**

Monday	Tuesday	Wednesday	Thursday	Friday	Total
Hours	hours	hours	hours	hours	hours

The employee declares he or she is familiar with article 5.1, paragraph 4, and article 5.5 of the cao.

**Signature**

Signature of the employee .....

Name and date .....

For approval	As seen
Signed by supervisor .....	Signed by P&O .....
Name .....	Name .....
Date .....	Date .....
<b>For approval long term savings variant:</b>	
<b>Signed by mandate holder:</b> .....	
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<b>Name</b> .....	
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<b>Date</b> .....	
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