

Ancillary activities/Work for third parties



The Leiden University Framework Regulation on Ancillary activities can be found at <http://staff.leiden.edu/h-r/ancillary-activities/ancillary-activities.html>

As an employee of Leiden University, you are required to report any work you perform for third parties. Work for third parties refers to any activity which an Leiden University employee fulfils on grounds other than his or her function at the University.

You are not required to report work for third parties if:

- The activity takes place entirely outside working hours, and
- You receive no remuneration for the activity in question, and
- This activity in no way hinders you from fulfilling your job requirements, and
- It is clear that the University's interests are in no way harmed.

This means that you do not need to report volunteer work activities such as membership of a parents committee, unpaid functions in sports associations etc.

Do you currently perform activities that have to be reported? yes no (check the applicable box)

If yes, complete the form and sign

If no, just fill in your personal details and sign

Name

Date of birth Faculty/Unit

Position Extend appointment Hours Fte

Ancillary activity number 1. *In case of multiple activities please use the supplement*

Organisation commissioning work for third parties

Description activity

Interface with the University

Period Temporary from till

Permanent starting from

Do you expect this activity to:

- Hamper you in fulfilling your job? yes no
- Harm the interests of the University? yes no

Does the activity require you to work during working hours? yes: hours a (day/week/month/year)

no

Is there a financial award for this activity? no

yes

Type (only when "yes"): salary reimbursement of expenses other

Amount (only when "yes"): € per

Track number website

Every approved activity is published on the University website. As a default, the activities are listed by date, but by including a track number, you can decide yourself in which position in the list every single activity will appear.

If you do not want this activity to appear on the website, you can indicate this under 'Explanation'. You can also use this field to provide additional information about the relevant activity.

Explanation:

.....
.....
.....

Form truthfully filled in.

Signature employee

Name and date

To be filled in by the management of the Faculty/Unit:

- For the activities listed under number(s) permission is not granted.
- For the activities listed under number(s) permission is granted unconditionally.
- For the activities listed under number(s) permission is granted under the following conditions:

.....
.....

Signature manager

Name and date

Signature Dean/Director unit/Executive Board

Name and date

To be filled in by the P&O department:

Ancillary activities registered in SAP dd.:

initials: