



Implementation Regulations for the Remote Working and Internet Allowance

This translation of the Implementation Regulations for the Remote Working and Internet Allowance is intended as a service to non-Dutch speaking employees, and as such has no legal status. Any legal claims can only be made on the content of the Dutch regulation (Uitvoeringsregeling tegemoetkoming per thuiswerkdag en internetvergoeding voor het thuiswerken)

Preamble

These Leiden University Regulations elaborate in further detail the CAO agreements set out in Article 3.20, Paragraph 3, Paragraph 6.17, and Section 5 of Appendix A of the Collective Labour Agreement for Dutch Universities (CAO NU).

Article 1. Scope of the Regulations

These Regulations apply to employees as referred to in Article 1.1, sub f of the CAO NU who are employed by Leiden University and are eligible for an allowance for each day they work from home (hereafter: remote working allowance) and an internet allowance for working from home on the grounds of Article 3.20, Paragraph 3, in conjunction with Article 6.17, and Section 5 of Appendix A of the CAO NU.

Article 2. Registration procedure, and moment and period of choice

1. The remote working allowance as referred to in Article 3.20, on the grounds of Article 3.20, Paragraph 3, in conjunction with Article 6.17 and Section 5 of Appendix A of the CAO NU is paid based on the remote working days registered by the employee in the Service Portal¹.
2. Following consultation with and approval by the employee's supervisor, the employee enters the agreed remote working days as soon as possible in the Service Portal. These days can be registered and approved retroactively starting from 1 September 2021. In principle, employees register their remote working days once a year. The employee is required to register any approved interim structural changes in the number of remote working days as soon as possible in the Service Portal.
3. The employee is responsible for making sure that the number of days they actually work from home corresponds on average to the number of remote working days registered in the Service Portal.
4. The internet allowance for working from home, in line with article 3.20 paragraph 3 in conjunction with article 6.17 and paragraph 5 of Appendix A to the Collective Labour Agreement NU, will be paid on the basis of the days of home working recorded by the employee in Self Service in line with the first paragraph; the internet allowance for working from home is not pro rata. If no home working days are recorded, no internet allowance will be paid out.
5. For employees who are not working and are considered to be fully occupationally incapacitated for a period of one month or longer due to illness and/or as a consequence of (full-time) exceptional leave, the remote working allowance and internet allowance they are entitled to on the

¹ The employee records the actual number of commuting days. The number of home working days will be determined automatically on the basis of this information



grounds of Article 3.20, Paragraph 3, in conjunction with Article 6.17 and Section 5 of Appendix A of the CAO NU will in any case be automatically terminated at the end of the month in question. The allowance will be reinstated automatically when the extraordinary leave ends or once the full-time illness or incapacity for work has come to an end.

Article 3. Commuting expenses

If an employee is eligible for the remote working allowance on the grounds of Article 3.20, Paragraph 3, in conjunction with Article 6.17 and Section 5 of Appendix A of the CAO NU, they lose their right to a commuting allowance for the days in question.

Article 4. Entry into force

These Regulations will enter into force on 1 January 2022.

Article 5. Title

These Regulations may be cited as the Implementation Regulations for the Remote Working and Internet Allowance.

These Regulations were adopted by the Executive Board on 2 November 2021, following approval by the Local Consultative Body on 29 October 2021.

These Regulations were modified by the Executive Board on 21 December 2021 following the agreement of the Local Consultative Body on 14 December 2021.