Implementation Regulations for the Remote Working Allowance

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 Portal.
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. 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 or part-time exceptional leave, the remote working allowance and internet allowance they are entitled to 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 will in any case be automatically terminated at the end of the month in question.

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. The Leiden University Commuting Allowance Regulations will be adjusted to reflect this.
Article 4. Entry into force
These Regulations will enter into force on 1 September 2021 and remain in force until further notice until 31 December 2021. The validity of these Regulations can be prolonged after 31 December 2021 on the condition that the Tax Inspector approves the proposed procedure and classifies the remote working and internet allowance as specific exemptions.

Article 5. Title
These Regulations may be cited as the Implementation Regulations for the Remote Working Allowance.

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