

## **Leiden University Regulations on the Long-Service Bonus**

This translation of the Leiden University Regulations on the Long-Service Bonus 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 (*Regeling Gratificatie Dienstjubiläum Universiteit Leiden*).

### **The person concerned**

#### Article 1

In these regulations, the person concerned is understood to mean a person who has an employment contract with Leiden University.

### **Granting of long-service bonus**

#### Article 2

1. A long-service bonus will be granted to the person concerned upon reaching a period of service of 12½, 25, 40 or 50 years, in recognition of faithful service.  
Subject to Article 8, the bonus amounts to:  
25% of the monthly remuneration in the case of a 12½-year service anniversary,  
70% of the monthly remuneration in the case of a 25-year service anniversary and  
100% of the monthly remuneration in the case of a 40- or 50-year service anniversary,  
to be rounded up to a multiple of one euro.
2. The provisions of the first paragraph are applicable for any position in which the person concerned is working.
3. If the person concerned has been granted a years-of-service bonus following dismissal from a previous position as referred to in Article 10 or an equivalent regulation, the amount of that years-of-service bonus will be deducted from the bonus referred to in the first paragraph.

#### Article 3

1. A long-service bonus will not be granted if the person concerned has already received a bonus or payment relating to the performing his duties that is equivalent in nature to the bonus according to these regulations.
2. If the person concerned reaches the long-service anniversary during special leave given to him partly or mainly in the general interest, a bonus will not be granted on the date of the long-service anniversary.  
The bonus may be granted later, when he resumes his work after the leave has ended, unless he received a bonus or payment in the position that was being fulfilled during the leave that is equivalent in nature to the bonus according to these regulations.

### **Years of service**

#### Article 4

The years of service for the purposes of a long-service bonus are deemed to be the time spent:

- a. as an employee of one of the Dutch universities;

- b. in civilian employment with the Dutch government, including Dutch Railways (*NV Nederlandse Spoorwegen*) and the former Artillery Construction Workshops (*NV Artillerie-Inrichtingen*);
- c. in the employment of an organisation to which the provisions of the ABP (pension fund) regulations have been declared applicable, subject to the condition that this time only counts from the date on which this organisation came within the scope of the ABP regulations;
- d. in civilian employment with the government in the countries Suriname (until 25 November 1975), the Netherlands Antilles and Aruba, with the former colonial administrations of Suriname, Curaçao and New Guinea;
- e. in employment with the non-public education sector in the countries listed under d and former overseas territories, insofar as this brought the person concerned – or would have brought him, if he had been in permanent employment – within the scope of a government employee pension scheme;
- f. in Dutch military service, or service deemed equivalent thereto for the purposes of the General Public Service Regulations (*ARAR*), including service with the troops in Suriname (until 25 November 1975) and the Netherlands Antilles and Aruba.

#### Article 5

1. Years of service within the meaning of these regulations do not include years of service that were not spent in active employment due to holding a political position.
2. Years of service in which work was performed, but without income from that employment relationship, are counted as years of service within the meaning of these regulations.  
Years of service in which no work was performed, and without income from that employment relationship, are not counted as years of service.  
Years of service in which the person concerned had special leave, partly or mainly in the general interest, are counted as years of service.

#### Article 6

Years of service spent concurrently in more than one position count only once for determining the date of the long-service anniversary.

### **Basis for calculating the bonus**

#### Article 7

1. For the purposes of calculating the bonus, remuneration is understood to mean: the remuneration within the meaning of Article 1.1 subparagraph r of the CAO, plus the holiday allowance, calculated in accordance with the provisions of Article 3.11 of the CAO.
2. If the person concerned receives an allowance as referred to in Articles 3.24 and 3.26 of the CAO, this part of the remuneration will be fixed at the average amount per month of the said allowance received by the person concerned in the three calendar months before his long-service anniversary.

#### Article 8

If, in the years of service, the person concerned has worked both full-time and part-time in the last five years before the month in which the long-service anniversary falls, the calculation of the amount of the long-service bonus will be based on the remuneration associated with the average working hours of those last five years.

#### Article 9

If the person concerned is not receiving any remuneration on the date of his long-service anniversary because he has been given special leave without retention of remuneration, partly or mainly in the general interest, the calculation of his long-service bonus will be based on the remuneration that he received immediately before the leave.

#### **Years-of-service bonus**

#### Article 10

An employee who has a period of service of ten years or more, and who has been granted dismissal due to discontinuation of the position or redundancy, or due to occupational disability resulting from illness or disability, will be granted a years-of-service bonus amounting to a proportion of a long-service bonus commensurate with the completed years of service. This bonus will not be granted if the person concerned would not have been entitled to a long-service bonus within a period of five years after the date on which the dismissal takes effect.

#### **Final provisions**

#### Article 11

In exceptional cases, where application of these regulations would lead to manifest unfairness, it may be possible to deviate from these regulations.

#### Article 12

These regulations enter into effect on 1 January 2006. The regulations replace all earlier regulations in this area that fall within the scope of the employer's authority.

#### Article 13

These regulations may be cited as the Leiden University Regulations on the Long-Service Bonus.

These regulations were adopted by the Executive Board on 20 December 2005 after agreement in the consultation with the Local Consultative Body (*Lokaal Overleg*) of 15 December 2005.

These regulations were modified by the Executive Board on 19 November 2019 following the agreement of the Local Consultative Body on 19 September 2019. The amended regulation shall enter into force on 31 December 2019.