



Unemployment Benefits and Career Transition in the Public and Education Sector



**Universiteit
Leiden**
The Netherlands

If your appointment at Leiden University ends or your hours are reduced, this has a direct effect on your income. Alongside the statutory Unemployment Act (*Werkloosheidswet; WW*), there is also the Non-Statutory Unemployment Regulation of Dutch Universities (*Bovenwettelijke werkloosheidsregeling Nederlandse Universiteiten; BWNU*), which is included in the Collective Labour Agreement for Dutch Universities (*collectieve arbeidsovereenkomst; CAO*). This brochure provides you with information on these regulations and the assistance that Leiden University can offer you in finding another job. It also provides you with information on your rights and responsibilities if you are available for work and thus claim a WW or BWNU benefit.

1. Career transition

Leiden University can assist you in finding another job. You can also make use of the basic services of UWV WERKbedrijf.

Career transition assistance from Leiden University

Assistance from your former unit or faculty

The HRM department can assist you in your search for another job. You may be looking for someone who can help review your options or you may require career guidance or advice on job applications or interviews. Alternatively, you may wish to follow a training course or study programme in order to improve your chances of finding a new job or you could require help starting your own business. If so, contact the HRM adviser at your former unit or faculty to see what the options are. (See page 7.)

Career service

Leiden University has an internal career service. If you have career questions that you would like to investigate further, one of our careers advisers can assist you. Examples of such questions include:

- Who am I? What do I want? What are my strengths?
- What kind of environment would suit me best? What types of jobs are there in this environment?
- Where can I find such jobs? Which organisations are of interest to me?
- Do I need additional training and work experience for these jobs?
- How do I set about applying for jobs? (Internet/social media, letter/CV, job interview and networking.)

For more information on our careers programmes, please contact your HRM adviser or visit the following site: medewerkers.leidenuniv.nl/p-en-o/loopbaanontwikkeling/opleidingen/loopbaanadvies/.

2. Career transition assistance from UWV WERKbedrijf

UWV WERKbedrijf has only a very limited role in assisting you in finding a new job if you have been made redundant. As an unemployed public sector employee, you can use the basic services of UWV WERKbedrijf that are available to all job seekers. These comprise digital services and information that is available on the website of UWV WERKbedrijf (www.werk.nl).

More specifically, the basic services of the UWV consist of: an online job bank; online job application training (letter, CV, job interview, social media); and an online estimate of your chances of finding work according to job type, area and age. UWV WERKbedrijf also provides information on job fairs, network meetings and workshops.

3. Statutory unemployment benefit Entitlement to the WW benefit

If your hours are reduced or you are made redundant, you can apply to the Employee Insurance Schemes Implementing Body (UWV) for WW benefit and they will decide on your entitlement. If you think you are entitled to the supplementary BWNU benefit (a supplement to the WW benefit), this is administered by the Raet company. They apply the same rules as the UWV when considering your application. With the consecutive BWNU benefit (which continues after the WW benefit has stopped), Raet takes over the role of the UWV.

You are eligible for the WW benefit if you meet the following requirements

- You are available for paid work.
- You are losing five or more of your working hours per week and are not entitled to a salary for these hours. If you worked an average of fewer than 10 hours per week, you are considered to be unemployed if you lose at least half of these hours and the salary for these hours. Overtime, including overtime worked over a long period, or extra hours worked temporarily also count towards this.
- You worked 26 of the 36 weeks in the period before your redundancy.
- It was through no fault of your own that you were made redundant.

How long can you claim the WW benefit?

You can claim the WW benefit for a minimum of three months. The maximum duration of unemployment benefit will be reduced in stages. It will be reduced from 38 to 24 months from April 2019. The exact duration of the WW benefit depends on your employment history. In assessing your application, the UWV considers whether you meet two requirements:

- *Week requirement: basic benefit for three months*
If you worked 26 of the 36 weeks before you were made redundant, you meet the week requirement. You will then receive a basic benefit for three months. It does not matter how many hours you worked per week in these 26 weeks.
- *Year requirement: extended benefit*
If you meet the week requirement, worked at least four calendar years in the last five calendar years before you became unemployed and received a salary for at least 52 days in each of these four calendar years, you then meet the year requirement and are eligible for the extended benefit. For the first ten years, you accumulate entitlement to one month of unemployment benefit for each year you have worked. Thereafter, you are entitled to a half-month of unemployment benefit for each year you have worked.

For the WW benefit your employment history is calculated for two periods

- The years from 1998 in which you were on the payroll for at least 52 days per year. The year in which you were made redundant does not count. This is your actual employment history
- The years from the year in which you turned 18 up to the end of 1997. It does not matter whether you worked in that period. This is your notional employment history

How much WW benefit will you receive?

You will receive 75% of your daily wage in the first two months and 70% from the third month onwards. In calculating your daily wage, the social security wage (sv-loon) that you earned over the period of one year before you became unemployed will be taken into account. This also applies if you earned this wage with different employers or in different positions within the University; this formed the basis of your social security contributions. That is why bonuses often count towards your daily wage but travel and telephone expenses do not. The daily wage may not exceed the statutory maximum daily wage. The current daily wage can be found via: www.uwv.nl/particulieren/bedragen/detail/maximumdagloon.

How do you apply for the WW benefit?

You apply for the WW benefit by registering as a jobseeker at UWV WERKbedrijf. You can do this from home or at the nearest branch of WERKbedrijf by going to www.uwv.nl/particulieren/werkloos. Once UWV WERKbedrijf has received your application, one of its employees will phone you within a week to complete your application for the WW benefit. You can apply for the WW benefit from one month before you are made redundant until no later than one working day after you are made redundant.

4. Non-statutory unemployment benefits

Entitlement to the BWNU benefit

If you are entitled to the WW benefit, you may also be entitled to a supplement to this benefit. The supplement is specified in the BWNU. Alongside a supplement to the WW benefit, the BWNU also entitles you to a salary supplementation allowance if the salary in your new job is lower than that in your job prior to your redundancy.

How long can you claim the BWNU benefit?

The BWNU provides for a supplementary benefit (in addition to the WW) and a consecutive benefit (after the WW). The duration of the supplementary benefit is equal to the duration of the WW. The duration of the subsequent benefit depends on your age and your years of service when you were made redundant.

How much supplementary BWNU benefit will you receive?

The WW benefit is supplemented by the amount that you would have received if it had been determined based on the non-maximised daily wage. The WW benefit is then deducted from this sum to give you the BNWU benefit.

How much consecutive BWNU benefit will you receive?

The consecutive benefit is 70% of your daily wage up to a maximum of scale 12 step 10. You may find that you are not entitled to the supplementary benefit but that you are entitled to the consecutive benefit. To be eligible for the latter, you must have been at least 45 years of age on the date of dismissal and have accrued at least seven years of service.

How do you apply for the BWNU benefit?

You can apply for the BWNU benefit by completing a form that you can download from the VSNU site www.vsnunl.nl/bwnu.html. You have to do this within seven days of your redundancy. You need to fill in and sign both parts of the application form before sending it with the required documentation to:

Raet BPO Uitkeringsadministraties
Antwoordnummer 46472
1060 WD Amsterdam

5. Responsibilities when claiming unemployment benefit

If you claim the WW/BWNU benefit, you have a number of responsibilities:

You must actively seek work

If you claim unemployment benefits, you must actively seek another job. This means that you must do everything possible to find a new job. In addition, you must always accept suitable work.

You must apply for jobs

If you wish to claim benefits, you have to apply for at least one job per week. You must log this in your work file (*werkmap*) on www.werk.nl. The UWV uses this to check whether you have actually applied for jobs. You must log at least four job applications per four weeks in your work file. If you only receive the consecutive BWNU benefit, you have to inform Raet of your job applications in the same manner. We advise you to ensure that you keep a copy of all your job applications and other correspondence concerning these applications (confirmation of receipt, rejections, invitations, etc.). If you claim the supplementary BWNU benefit, you also have to submit a form to Raet each month listing four job applications.

You must notify UWV of any changes

If your personal situation changes in any way (e.g. if you move house, become ill or pregnant, etc.) you must inform UWV. You also have to inform UWV and Raet if you go on holiday or receive another form of income alongside your BWNU benefit. You must of course inform UWV if you find a new job. You can find more information on this on www.uwv.nl/particulieren.

6. More information

For more information on assistance with your career transition, please contact your HRM department:

Faculty of Archaeology:

personeelszaken@law.leidenuniv.nl

Faculty of Law:

personeelszaken@law.leidenuniv.nl

Faculty of Humanities:

po-info@hum.leidenuniv.nl

Faculty of Social and Behavioural Sciences:

pzinfo@fsw.leidenuniv.nl

Faculty Governance and Global affairs:

penoadministratie@fgga.leidenuniv.nl

Faculty of Science:

c.kusse@science.leidenuniv.nl

General and Administrative Services Department and Expertise Centres:

bvsecretariaat@bb.leidenuniv.nl

Career Service:

loopbaanadvies@bb.leidenuniv.nl

For more information on the WW/BWNU benefit and how to apply, please see:

www.uwv.nl

www.werk.nl

www.vsnu.nl/nl_NL/bwnu.html

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