



Implementation Regulation on the Allowance per Home-working Day and the Home-working Internet Allowance

Preamble

Leiden University regulation containing a more detailed specification of the CLA agreements as described in Article 3.20, paragraph 3, Article 6.17, and Section 5 of Appendix A of the Collective Labour Agreement of Dutch Universities (CLA NU).

Article 1. Scope of application

This regulation applies to employees as referred to in Article 1.1 sub f of the CLA NU who have an employment contract with Leiden University and who are or may be entitled to an allowance for home-working days (henceforth home-working allowance) and a home-working internet allowance (based on Article 3.20, paragraph 3 in conjunction with Article 6.17 and Section 5 of Appendix A of CLA NU).

Article 2. Application procedure, time and period of choice

1. The home-working allowance (based on Article 3.20, paragraph 3, in conjunction with Article 6.17 and Section 5 of Appendix A CLA NU) is paid on the basis of the home-working days registered in MaaS Solution.
2. The employee registers their actual home-working days as soon as possible in MaaS Solution. This can be done retroactively until no later than the last day of the following calendar month.
3. The home-working internet allowance (based on Article 3.20, paragraph 3 in conjunction with Article 6.17 and Section 5 of Appendix A CLA NU) is paid on the basis of the home-working days registered by the employee in MaaS Solution in accordance with paragraph 1.
The internet allowance for home-working days is a fixed amount per month. The allowance is paid from just one home-working day in the month. If the employee fails to register any home-working days in MaaS Solution, no internet allowance will be paid.
4. The allowances referred to in this regulation are only paid out if the home-working days are registered in MaaS Solution.

Article 3. Commuting expenses

If an employee is entitled to a home-working allowance (under Article 3.20, paragraph 3 in conjunction with Article 6.17 and Section 5 of Appendix A of CLA NU), the employee is not entitled to a commuting allowance for that same day.

Article 4. Entry into force

This regulation enters into force on 1 November 2024.

Article 5. Official title

This regulation may be cited as the Implementation Regulation on the Allowance per Home-working Day and the Home-working Internet Allowance.



This regulation was adopted by the Executive Board on 2 November 2021, following agreement in the Local Consultative Committee meeting of 29 October 2021.

This regulation was adopted in amended form by the Executive Board on 21 December 2021, following agreement in the Local Consultative Committee meeting of 14 December 2021.

This regulation was adopted in amended form by the Executive Board on 1 October 2024, following agreement in the Local Consultative Committee meeting of 26 September 2024.