



**Leiden University Regulation Governing Terms of Employment  
Individual Choices Model**

This translation of the Leiden University Regulation Governing Terms of Employment Individual Choices Model 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 Keuzemodel Arbeidsvoorwaarden Universiteit Leiden).

The Executive Board of Leiden University,  
Having regard to Chapter 5 of the Collective Labour Agreement of Dutch Universities,

Hereby adopts:

The Leiden University Regulation Governing Terms of Employment Individual Choices Model.

**Article 1      General**

1. This Regulation is a further specification of Chapter 5 of the Collective Labour Agreement of Dutch Universities (Collectieve Arbeidsovereenkomst Nederlandse Universiteiten; CAO), hereinafter referred to as the CAO.
2. The provisions contained in Article 1.4, paragraph 3 of the CAO is applicable to this Regulation.
3. Employees with a salaried appointment at Leiden University, with the exception of on-call staff employed by the University and student assistants with an appointment of less than a year, may participate in the Terms of Employment Individual Choices Model of the CAO

**Article 2      Application procedure, time and period of choice**

1. The employee makes his or her choice by filling in the applicable application form in full and correctly, if necessary accompanied by the required proofs of payment.
2. Options may be chosen from 1 February to 1 December at the latest of a calendar year.
3. An employee who commences employment on or after 1 November of a calendar year may choose particular options from 1 February of the following calendar year.

**Artikel 3      Employees with multiple appointments**

Employees with more than one appointment at Leiden University may make a separate choice per appointment for the use of sources and targets. These choices together may not exceed the maximum limit for sources and targets, as specified in Chapter 5 of the CAO.



#### **Article 4 Sources and Targets**

1. When holiday hours are used as a source, these hours may be only full holiday hours that have been accumulated within the current calendar year.
2. For the application of Article 5.4. paragraph 1b, of the CAO, the employee may make use of the following tax deduction options:
  - a. allowance for commuting expenses in accordance with the travel schedule in the Service Portal;
  - b. a maximum of once every three years, allowance for the purchase of a bicycle for commuting purposes, up to a maximum of € 1,500, or a battery for an electric bicycle up to a maximum € 750;
  - c. allowance for an annual gym membership at the University Sports Centre or at Fit for Free;
  - d. offsetting union fees;
  - e. allowance for professional expenses;
  - f. allowance for study and training expenses.

#### **Article 5 Hardship clause, special circumstances**

1. In cases in which the implementation of the regulation would lead to an evidently unfair situation for the employee, it is possible to deviate from this regulation.
2. In the case of special circumstances, including those that result from a change in circumstances from those in which the employee made the original choice, the employee, in consultation with his or her direct manager, may make a new or supplementary choice.
3. In the case of illness or incapacity for work, in case of special leave or in the case of a modification to working hours, agreements about salary reduction within the scope of the Terms of Employment Individual Choices Model remain unchanged.

#### **Article 6 Effective date**

The regulation comes into effect on 1 January 2022 and replaces all previous regulations on this subject that fall within the responsibility of the Executive Board.

#### **Article 7 Official title**

The Regulation can be quoted as the Leiden University Regulation Governing Terms of Employment Individual Choices Model.

The Regulation was adopted on 8 September 2011.

The Regulation has been changed by the Executive Board on 6 September 2016, following agreement with the Local Employees' Organisation on 21 April 2016.

The Regulation has been changed by the Executive Board on 15 December 2020, following agreement with the Local Employees' Organisation on 3 December 2020. The amended regulation shall enter into force on 1 January 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.

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