



## Leiden University Regulation on the Commuting Allowance 2021

This translation of the Leiden University Regulation on the Commuting allowance 2021 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 tegemoetkoming reiskosten woon-werkverkeer Universiteit Leiden 2021).

### Article 1 General

This regulation is based on Article 3.20, first paragraph under a, of the CAO of Dutch Universities.

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

- a. *Executive Board*: Executive Board of Leiden University;
- b. *Employer*: The Executive Board or the person who, through the power of a mandate or sub-mandate, is responsible for the management of a management unit;
- c. *Employee*: A remunerated employee, as defined in the CAO of Dutch Universities, who is employed by Leiden University;
- d. *Place of residence*: The address at which the employee is registered in the Municipal Personal Records (BRP);
- e. *Place of work*: the building or complex of buildings where the employee is usually required by the employer to carry out his or her duties;
- f. *Fictive place of work*: the place of work chosen by the employer as the place of work in the event of more than one place of work;
- g. *Commuting*: Travelling between the place of residence and the (fictive) place of work, whereby the return journey must take place within 24 hours of the outward journey;
- h. *Commuting expenses*: Costs related to travelling between the place of residence and the (fictive) place of work.

### Artikel 3 Employees with multiple appointments

1. The employee is entitled to an allowance towards commuting expenses on days that travel between the place of residence and the (fictive) place of work actually takes place. The commuting days incurred should be claimed by the employee via Self Service every month, or at least every three months following the month in which the travel takes place.
2. The commuting allowance is calculated on the basis of the one-way distance between the place of residence and the place of work or fictive place of work, measured for the fastest route using a method determined by the employer.
3. The commuting allowance amounts to 0.07 eurocent per kilometre, up to a maximum of 45 euros per month. Employees are not entitled to a commuting allowance for the first 10 kilometres.
4. Notwithstanding the provisions of the first paragraph, an employee who receives a guaranteed allowance on the grounds of article 8, or with whom special written



agreements have been made (such as a public transport pass paid for by the employer) is entitled to this guaranteed allowance or to the special agreements set out in writing. Notwithstanding the provisions of the first paragraph, an employee who has been assigned to work on location for his or her full working hours is not required to report the actual days travelled.

#### **Article 4. Temporary suspension of the allowance**

For employees to whom article 3, paragraph 4, applies, in the event that they are fully unavailable for work through illness or extraordinary leave, payment of the allowance for commuting costs will be stopped after 30 days. The allowance will resume when the extraordinary leave ends or when the employee is again available for work for 25% or more of his/her working hours.

#### **Article 5. Change of circumstances**

The employee is obliged to inform the employer immediately, via Self Service or in another manner determined by the employer, of any changes that may affect the commuting allowance, in particular the amount of the commuting allowance, such as a change in place of residence and the number of commuting days per week.

#### **Article 6. Student assistants and trainees**

The following applies for student assistants and trainees, contrary to article 3:

- a. Students and trainees who are in possession of a student travel card and who therefore do not need to incur travel expenses, are not eligible for the commuting allowance as stipulated in this regulation.
- b. If they do have to incur verifiable commuting expenses, they are eligible for an allowance according to article 3. This must be demonstrated and confirmed at the time of commencement of employment or start of the traineeship.

#### **Article 7. Special provision**

If the University takes steps, including environmental steps, that impact this regulation on commuting allowance, the regulation will be adjusted accordingly.

#### **Article 8. Transition and guarantee regulation and exceptional agreements**

Employees who, in accordance with the Leiden University 2005 Regulation on Commuting Allowance, were paid prior to 1 June 2015 an amount (an allowance) that was higher than the amount to which they are entitled under the present regulation, will continue to receive the higher amount of the allowance. This guaranteed amount will be determined on 1 June 2015. This only applies in so far as the employee continues to be eligible for a commuting allowance under the terms of the older regulation.



Exceptional agreements made *in parallel* to the Leiden University 2005 Regulation on the Commuting Allowance remain unchanged throughout the period for which they hold.

#### **Article 9. Entry into force**

1. This is a temporary regulation. The regulation comes into effect on 1 January 2021 and will apply for the period from 1 January 2021 up to and including 31 December 2021. This regulation replaces all previous regulations on this subject that fall within the responsibility of the Executive Board.
2. After the period mentioned in paragraph 1 or at an earlier point in time should the Executive Board consider this necessary, the Leiden University Regulation on the Commuting Allowance as established on 19 November 2019 following the agreement of the Local Employees' Organisation on 19 September 2019, will resume validity. If the Executive Board so decides in the course of 2021, it will inform the Local Employees' Organisation accordingly.

#### **Article 10. Official title**

This regulation can be referred to as the Leiden University Regulation on the Commuting Allowance.

This regulation was adopted by the Executive Board on 3 March 2015, following agreement with the Local Employees' Organisation on 19 February 2015.

This regulation was modified by the Executive Board on 19 November 2019 following the agreement of the Local Employees' Organisation on 19 September 2019. The amended regulation shall enter into force on 31 December 2019.

This regulation was modified by the Executive Board on 15 December 2020 following the agreement of the Local Employees' Organisation on 3 December 2020. The amended regulation shall enter into force on 1 January 2021.