



Leiden University Regulation on the Commuting Allowance

This translation of the Leiden University Regulation on the Commuting allowance 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).

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.

Article 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 takes place. The number of commuting days per month depends on the agreements on home working- and in so doing also travel days made between the employer and the employee and set out in Self Service in line with the Implementation Regulations for the Remote Working and Internet Allowance.
- 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.



Article 4 Temporary suspension of the allowance

For employees who are not working for a period of one month due to sickness or being fully incapacitated for work and/or as a result of partial or full-time extraordinary leave, the commuting allowance received will automatically be suspended at the end of this month. The allowance will be reinstated automatically when the extraordinary leave ends or once the full-time illness or incapacity for work has come to an end.

Article 5 Home working allowance

When an employee is entitled to the home working allowance in line with article 3.20 paragraph 3 in conjunction with article 6.17 and paragraph 5 of Appendix A to the Collective Labour Agreement, this employee is not at the same time entitled to an allowance for commuting costs as referred to in this regulation.

Article 6 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. The employee records the home working days – and in so doing also the commuting days – in line with the Implementation Regulations for the Remote Working and Internet Allowance.

Article 7 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 8 Special provision

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

Article 9 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 10 Entry into force

This regulation comes into effect on 1 January 2022. This regulation replaces all previous versions which fall within the scope of authority of the Executive Board.

Article 11 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.

This regulation was modified by the Executive Board on 21 December 2021 following the agreement of the Local Employees' Organisation on 14 December 2021.