

Leiden University Regulation on Annual Agreements

Considering that the Leiden University Regulation on Annual Agreements has been effective since 1 January 2014 and that this regulation has been maintained since the possibility of function-based contracts was provided for in experiment article 4.4a of the Collective Labour Agreement of Dutch Universities, 1 January 2015 up to and including 1 July 2016, the Leiden University Regulation on Annual Agreements now reads as follows.

Article 1 Annual Agreements

1. Members of the academic staff and members of the support and administrative staff who work at the faculties and whose salary is in scale 11 or higher have the possibility of entering into an individual annual agreement with the employer.
2. This annual agreement establishes how many hours the employee will work on an annual basis as well as the results the employee must achieve or the role that the employee is expected to fulfil in that year. The employee and employer also make agreements about availability and attendance.
3. An annual agreement is always in writing and is signed by the employer and employee. The annual agreement only applies if and insofar as there is sufficient agreement between the employee and the employer about the nature of this agreement.
4. The annual agreement applies until the point in time that the employee or employer wishes to terminate the agreement. The required performance and any changes to the annual agreement will be recorded in the annual Performance and Development Interview.
5. One aspect of the annual agreement is that the employee does not need to submit a request to take holiday leave. The employee is expected to take all leave by 31 December of the calendar year, or at the termination of the employment contract, if this occurs during the calendar year. The employee may not receive payment instead of taking accrued leave. Both employer and employee have the responsibility to make sure the employee actually makes use of holiday leave.
6. If an employee has concluded an annual agreement, he or she may not make use of the flexible working hours, as provided for in Article 5.6 CAO NU.
7. Notwithstanding paragraph 5 above, the agreement can be reached in exceptional cases that the employee will use the long-term savings scheme, as provided for in Article 8 of the Leiden University Regulations on Special Leave. The number of hours to be worked per year is then increased by the number of hours leave to be saved per year.
8. In the event of unforeseen circumstances, including long-term sickness and/or pregnancy, the employer and employee will discuss the continuance, or otherwise, of the annual agreement. If the decision is taken to continue the annual agreement, the expected results will be adjusted if necessary.

Article 2 Entry into force

1. The Leiden University Regulation on Annual Agreements entered into force on 1 January 2014.
2. This regulation replaces all previous regulations on this subject that fall within the authority of the employer.

This regulation was approved by the Executive Board on 14 January 2014, following the agreement of the Local Consultative Body on 20 December 2013.

This regulation has been changed by the Executive Board on 7 March 2017, following agreement with the Local Consultative Body on 16 February 2016.