



## 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*).

### Preamble

The Executive Board of Leiden University,

Having regard to Chapter 5 of the Collective Labour Agreement for 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 for Dutch Universities (*Collectieve Arbeidsovereenkomst Nederlandse Universiteiten*; CAO NU), hereinafter referred to as the CAO.
2. The provisions contained in Article 1.4, paragraph 3, of the CAO are 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. Employees make their choice by filling in the relevant 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.
4. The holiday allowance may be used as a source until 1 May (up to and including 30 April).
5. The year-end bonus may be used as a source until 1 November (up to and including 31 October).
6. In derogation from paragraphs 4 and 5, the holiday allowance and year-end bonus may be used as the source for an allowance for commuting expenses (Article 4, paragraph 2 (a)) until 1 December (up to and including 30 November).

### Article 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. With effect from 1 January 2024, the value of the holiday hours used as a source will be determined on the first day of the month in which the application is made.
2. For the application of Article 5.4, paragraph 1 (b) 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 of € 750;
  - c. allowance for an annual gym membership at the University Sports Centre or at SportCity (basic membership, i.e. City One);
  - d. offsetting trade union fees;
  - e. allowance for professional expenses;
  - f. allowance for study and training expenses.

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

1. In cases where implementing 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 the circumstances on which the employee based the original choice, the employee may make a new or supplementary choice, in consultation with their direct manager.
3. In the case of illness or incapacity for work, special leave or 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 2024 and replaces all previous regulations on this subject that fall within the responsibility of the Executive Board.

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

The Regulation may be cited as the Leiden University Regulation Governing Terms of Employment Individual Choices Model.

The Regulation was adopted in the Local Consultative Committee on 8 September 2011.

The Regulation was amended by the Executive Board on 6 September 2016, following agreement in the Local Consultative Committee on 21 April 2016.

The Regulation was amended by the Executive Board on 15 December 2020, following agreement in the Local Consultative Committee on 3 December 2020. The amended regulation entered into force on 1 January 2021.



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The Regulation was amended by the Executive Board on 21 December 2021, following agreement within the Local Consultative Committee on 14 December 2021.

The Regulation was amended by the Executive Board on 6 December 2022, following agreement within the Local Consultative Committee on 16 November 2022.

The Regulation was amended by the Executive Board on 23 January 2024, following agreement within the Local Consultative Committee on 8 December 2023.