

## **Special leave scheme**

See articles 4.24 en 4.25 CAO NU

### **Article 1**

If the special leave is granted exclusively or mainly in the personal interest of the employee, the leave shall be granted without pay. During unpaid special leave, in addition to the employee's share, the employer's share of the pension contributions shall also be recovered from the employee. This does not apply if the leave is as mentioned below under A.

### **Article 2**

The employee is entitled to one day or two half-days of special leave with full pay per calendar year. In consultation with the manager, the employee can take this special leave on a day or part of a day to be determined by him. This special leave cannot be carried over to a subsequent calendar year.

#### **A. Personal circumstances**

Unless there are reasonable grounds to the contrary, the employee is entitled to special leave with retention of full salary:

1. for looking for a place to live if the obligation to move applies, as referred to in the Utrecht University Relocation Expenses Scheme: maximum 2 days;
2. when moving house, in case of compulsory removal as referred to in the regulation on the reimbursement of removal expenses of Utrecht University: a maximum of 1 day;
3. for the following family circumstances:
  - a. marriage or partnership registration of the employee: 1 day;
  - b. attending a wedding or partnership registration of relatives by blood or marriage in the first and second degree: 1 day;
  - c. employee's 25th and 40th jubilee of service: 1 day;
  - d. the 25th anniversary of the marriage, registered partnership or notarised cohabitation contract of the employee: 1 day;
  - e. death of the employee's partner, parents, children or one of the employee's housemates (including stepchildren, foster family and family of the partner): 4 days;
  - f. death of relatives by blood or by marriage in the second degree: 2 days;
  - g. death of relatives by blood or marriage in the third degree: 1 day;
  - h. for arranging the funeral, estate or both of relatives by blood or affinity or one of the employee's household members: up to 4 days;
  - i. mourning leave (if the leave under e, f or g is insufficient): in the event of the death of close relatives, such as the life partner, children, parents, grandchildren, (step) brothers and sisters, the manager and the employee will consult on the scope, duration and details of the leave (maximum 4 weeks);
4. for job applications: a maximum of 2 days per year.

#### **B. Trade union leave**

1. Unless the interests of the service dictate otherwise, the employee shall be entitled to special leave with pay:
  - a. for attending meetings of an employees' organisation, provided the employee participates in these as a board member of this organisation or as a delegate or board member of a subdivision thereof: maximum 120 hours per year.
  - b. if the employee is designated to perform administrative and/or representative activities within an employees' organisation or within the employer's organisation, aimed at supporting the organisation's objective: maximum 208 hours per year.
  - c. for attending a course as a trainee at the invitation of a workers' organisation: maximum 48 hours every two years.

2. If the employee is a member of a main board of an employees' organisation, the total leave referred to in Article 1 shall not exceed 320 hours per year. In other cases, the maximum is 240 hours per year.

*These regulations, adopted as amended in agreement with the Local Consultation on 19 October 2022, come into force from 1 January 2023 and replace all previous regulations.*