

Regulations on Special leave

Please see Articles 4.10, 4.23, 4.24 and 4.25 of the Collective Labour Agreement for Dutch Universities (CAO NU)

Section 1 If extraordinary leave exclusively or primarily is granted for the personal benefit of the employee, the leave will be granted without retention of salary. This rule shall not apply if the employee's leave relates to cases referred to under A.

Section 2 The mandated official may deviate from these regulations in a positive sense in individual cases.

Section 3 The Employee will have the afternoon of 5 December off, provided this is permitted by the service or department. Compensation will not be provided.

Section 4 These regulations are based on a 40-hour working week, with each working day consisting of 8 hours. If employees work a 38-hour working week, each working day will be 7.6 hours.

A. Personal circumstances

Unless there are reasonable grounds to the contrary, extraordinary leave shall be granted with full retention of salary:

- a. for house-hunting purposes, if the employee has been instructed to relocate to or near the place of work. Extraordinary leave shall not exceed 16 hours;
- b. when moving to a new house: up to 16 hours per calendar year;
- c. in the following family circumstances:
 1. the afternoon of their birthday
 2. their engagement or forthcoming partnership registration: 8 hours;
 3. their wedding or partnership registration: 32 hours;
 4. when attending a wedding or partnership registration of relatives by blood or marriage up to the first and second degree: 8 hours if the ceremony takes place in the employee's town/city or work location. If the ceremony takes place outside of those locations, leave will be granted for up to 16 hours;
 5. for childbirth (spouse or partner) and any additional parental leave: leave entitlement based on Sections 4.1, 4.2 and 4.2a of the Work and Care Act (Wet arbeid en zorg, WAZO).
 6. for their 25th and 40th anniversary of service: 8 hours;
 7. for their own 25th, 40th, 50th, and 60th wedding anniversary, or that of their parents, step-parents and spouse's parents: 8 hours;

- 8. for the death of their spouse, parents, children or flatmates (step or foster family and spouse's family included): 32 hours;
 - 9. for the death of relatives by blood or marriage up to the second degree: 16 hours;
 - 10. for the death of relatives by blood or marriage up to the third or fourth degree: 8 hours;
 - 11. for the arrangement of the funeral, the estate or both of relatives by blood or marriage or for one of their flatmates, leave may be granted for up to 32 hours.
- d. for job applications: up to 16 hours per year.

B. Meetings of employee organisations

1. Unless this is contrary to the interests of the service/department, an employee who is a member of an association that is affiliated with an employee organisation that is authorised to participate in the University Labour Representation Body shall be granted up to 120 hours of extraordinary leave each year with full retention of salary to attend meetings of official bodies of employees' associations, of the central organisations with which these associations are affiliated, or of international employee organisations, provided the employee participates:
 - a. as a board member of that association or as a representative or board member of a branch thereof, insofar as this relates to meetings of associations that are affiliated with an employee organisation;
 - b. as a board member of those central organisations or as a representative or board member of one of the employee organisations affiliated with the organisation, insofar as this relates to meetings of central organisations with which employee organisations are affiliated; as a board member of this organisation or as a representative or board member of one of those affiliated associations, insofar as this relates to meetings of an international employee organisation.
2. Unless precluded by exceptional circumstances, the employee will be granted extraordinary leave with full retention of salary:
 - a. if the employee has been appointed by an employee organisation that is authorised to participate in the University Labour Representation Body, in order to undertake administrative and/or representative activities within Utrecht University (UU) that aim to support the objectives of that organisation. This leave may be granted for up to 208 hours per year;
 - b. for participating in meetings of committees of the University Labour Representation Body. This also applies to one preliminary meeting for the meeting referred to in the previous sentence;
 - c. for any courses the employee is participating in at the invitation of an employee organisation. Such leave will be for up to 48 hours every two years.
3. The number of days of extraordinary leave that an employee may be granted under the provisions of 1. and 2., as well as on the basis of his or her membership of an employees' consultative body or Faculty Council, shall collectively be up to 240 per year. The leave referred to in the previous sentence shall amount to up to 320 hours per year for members of central or daily management of the employee organisations referred to under 4.

C. Academic purposes (ex Article 4.23 CAO)

1. When granting extraordinary leave for academic purposes with full or partial retention of salary, the following should be plausible:
 - a. that the relevant activities are, to a significant extent, relevant to the field in which the employee is employed;
 - b. that the employee's responsibilities in the field of teaching and research will not be jeopardised as a result of the leave. The employee shall be obliged to report to the mandatar after such leave has ended.
2. In their decision, the mandatar will be advised by the board of the research group.
3. If the employee receives earnings from third parties in relation to leave with full retention of salary, they shall be obliged to refund these earnings to the funds of the relevant UU unit for up to the maximum of his or her UU salary, unless otherwise agreed.
4. Employees who have been dismissed within the leave period or within two years thereafter, either at their own request or as a result of facts or circumstances attributable to them, may be obliged to repay, either fully or partially, the costs incurred by Utrecht University as a result of the leave. This shall not apply if the employee was employed by the national government, by a university referred to in (a) or (b) of the Annex to the Higher Education and Research Act (WHW), a teaching hospital affiliated with those universities or a body for postgraduate education, or a province, a municipality or a water board, after their dismissal.

D. Holiday trips for sick and disabled persons

1. Employees who take part in holiday trips for sick or disabled persons as a supervisor will be granted extraordinary leave with full retention of salary, unless this is contrary to the interests of the department.
2. The leave referred to under subsection 1. shall be equal to the number of hours of leave that the employee has made available, however this shall never be more than 40 hours per event and no more than 80 hours per calendar year.

These regulations, as amended in consultation with the University Labour Representation Board on 4 December 2019, shall come into force on 31 December 2019 and will replace the previous regulations.