

Training and education scheme

Please also see Article 6.10 of the Collective Labour Agreement for Dutch Universities (CAO NU)

Training and education crucial to employees' current or future positions

1. With regard to training or education that is crucial to the performance of the employee's current position or that of a position it is clear that they will be taking on within a reasonable period of time, and that the employee is following on the instructions or with the permission of the mandatar, the following provisions shall apply:
 - a. 100% of the costs of the course and the required material will be reimbursed;
 - b. necessary travel expenses will be reimbursed in accordance with the Regulations on official travel;
 - c. the reasonable costs of necessary accommodation will be reimbursed;
 - d. leave will be granted to attend training/education sessions. Leave for education and training purposes may also be granted for up to one half-day per week if the employee is able to plausibly demonstrate that they have a workload of at least 10 hours a week in terms of independent study. In preparation of an exam, employees may also be granted leave for education and training purposes of up to five half-days per year.

Education and training that aligns with career development policy

2. The following provisions shall apply to education and training that is not crucial to the performance of the employee's current responsibilities, but which does align with the career development policy of the relevant faculty or service department:
 - a. 50% of the costs of the course and the required material will be reimbursed.
 - b. Necessary travel expenses will be reimbursed in accordance with the Regulations on official travel;
 - c. the reasonable costs of necessary accommodation will be reimbursed;
 - d. in principle, leave for education and training purposes will not be granted.
3. By way of derogation from the previous section under a., employees classified into salary scales 1 to 8 will receive reimbursement of 100%.

Training and education in relation to reintegration

4. In the event of training or education activities related to reintegration following disability, 100% of the course costs, the required course materials and travel and accommodation expenses will be reimbursed, insofar as these costs are not reimbursed by a social security agency.

Individual Terms of Employment Scheme

5. Under the Individual Terms of Employment Scheme, an agreement can be reached for the expense allowance referred to in section 2(a) to be supplemented to 100%. In addition, an agreement can be reached for the granting of leave for education and training purposes. If educational or training leave has already been granted under section 1(d), the training leave to be granted will be complementary.

Repayment obligation

6. The mandatar may grant educational or training assistance with the provision that the employee remains affiliated with the UU for a certain period after completing or discontinuing the training or education programme. This type of agreement will only be made if the educational/training costs exceed € 10.000 or if the education/training lasts longer than a year. The maximum duration of this period is three years.
7. If the relevant employee wishes to terminate their employment contract before the end of the agreed period, then a repayment obligation shall apply. A percentage of the educational costs will be waived for each month that the employee remains employed following completion or discontinuation of the course.

8. The repayment obligation shall apply in cases of resignation and in the event that dismissal is attributable to the fault or actions of the employee.

Application, award, rejection and withdrawal of education/training

9. At the initiative of the employee, the mandatory or the HR representative, the employee will complete an application form to receive education and training assistance. The mandatory will provide a written response to the application. Applications that are rejected will be accompanied by a statement or reasons.
10. An application may be rejected either entirely or in part, if:
 - the application does not meet the requirements and provisions of this scheme;
 - the application was not submitted in time for the start of the training/education;
 - full or partial approval of the application is contrary to the interests of the institution.
11. Any education and training assistance already granted may be withdrawn - whether or not temporarily - if the mandatory, based on information they have obtained, believes that the employee is not studying enough and/or making sufficient progress necessary to allow them to complete the educational/training programme within a nominal period of time. There will be no such withdrawal if the employee can plausibly demonstrate that these circumstances are not attributable to them.
12. Educational/training leave may be revoked wholly or in part if and as long as this is required by the employee's work for compelling reasons.

Part-time employees

13. Employees with a part-time contract will be granted leave for independent study as referred to in section 1 (d) in proportion to the extent of their employment. This will be based on the employee's normal work schedule. Time spent on education/training outside of schedule hours in principle will not be compensated.

Applicability of the scheme

14. With regard to employees employed on the basis of a fixed-term contract, this scheme shall apply to the extent that the training is completed before the end of employment.
15. PhD candidates are excluded from participation in this scheme.
16. In principle, this scheme does not apply to the funding of visits to academic conferences.

Derogation

17. The mandatory may establish additional rules with the agreement of the staff representatives of the Faculty Council or the employees' consultative body. These rules may not deviate from this scheme in a negative sense.
18. The mandatory may deviate from this scheme in a positive sense in cases for which, in their opinion, the scheme does not reasonably provide.

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. Any agreements made under the old regulation shall remain in force.