

Regulations on Working Hours

please also see Articles 4.1. to 4.5 of the CAO NU (Collective Labour Agreement for Dutch Universities)

Working hours

1. The term working hours means: the times of the start and end of the working day.
2. Working hours will be carried out within the business hours referred to in Article 4.3 of the CAO NU. In the event of overtime or unusual working hours, employees can be expected to carry out work outside of the business hours referred to in Article 4.3 of the CAO NU.
3. Performance of work on Sundays will require the consent of the employee.
4. Assignments to work overtime, meaning to work longer than the agreed working hours at the request of the UU, may only be issued after prior consent of or on behalf of the mandatory.
5. If permitted by the Service Department, the employee will be allowed to work 4x9 hours or alternately 4 and 5 days a week, provided that the total number of working hours remains the same and that the employee must take leave for any shortage of hours worked.

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6. Faculties and Service Departments may establish additional regulations on working hours. The regulations on working hours will be determined for at least six months, unless the mandatory, following consultation with the employees' consultative body or the staff representatives, considers a shorter period of validity necessary for organisational reasons. If regulations on working hours are not established, working hours will be determined by mutual agreement between the employee and the supervisor.
7. When determining regulations on working hours, a choice can be made between fixed working hours, flexible working hours and variable working hours, insofar as departmental reasons do not preclude these options. In the case of fixed working hours, the start and end times of the working day will be set out in the regulations on working hours of the relevant faculty or Service Department. In the case of flexible working hours, employees will work eight hours a day, where employees themselves will be able to determine the start time of the working day within the frameworks set out by section 3. In the case of variable working hours, employees will be able to determine the start and end times of the working day themselves within the frameworks set out by section 3, where the number of working hours per day may vary from five to nine hours. The number of working hours per week for full-time employees is a minimum of 36 hours and a maximum of 44 hours. For each four-week period, the number of working hours for full-time employees is 160 hours, with the exception of leave taken.
8. Working hours regulations that deviate from the previous section can only be agreed within the University Labour Representation Board.

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.