Maastricht University leave arrangements

To supplement the provisions concerning holidays and leave in the Collective Labour Agreement Dutch Universities ('cao-NU') and the Work and Care Act ('WAZO'), the following applies to all employees of the University of Maastricht whose employment is based on the Collective Labour Agreement Dutch Universities:

1. **Accrual and taking holidays: Whole hours** (article 4.7 paragraph 1 cao-NU)
   Holiday rights shall always be expressed in whole hours. Decimal numbers less than 0.5 shall be rounded down, and decimal numbers greater than or equal to 0.5 shall be rounded up.

2. **Collective closure days** (article 4.7 paragraph 5 cao-NU)
   a. Collective closure days is understood to include, but is not limited to:
      - the days between Boxing Day and New Year's Day; and
      - days between an recognised official holiday and Saturday or Sunday.
   b. If the employee must work on a collective closure day, this shall be considered working on a Saturday.
   c. Employees who start employment during the course of a year and therefore have holiday balances which are less than the number of collective closure days applicable to them shall have extraordinary leave with retention of pay or remuneration for the hours they are short.

3. **Taking holidays: Mandatory registration** (article 4.7 paragraph 7 cao-NU)
   The leave taken must be recorded in the registration system designated by Maastricht University. If an employee does not do this, the employee shall be deemed to have taken his/her entire leave and may not (or no longer) use leave hours in the Options Model, and leave hours may not be shifted to the following calendar year.

4. **Illness during holidays** (article 4.7 paragraph 8a cao-NU)
   If, during the holiday taken, the employee is unable to perform the stipulated work in whole or in part as a result of illness in the same way as if the employee were not on holiday, the holiday rights shall be revived for the days or portions thereof for which the inability to work continues because of illness. If necessary, the employee shall submit supporting documents based on which his/her illness can be determined. If desired, the medical officer shall be consulted for advice.

5. **Public holidays** (article 4.8 paragraph 1 cao-NU)
   The Monday and Tuesday on which carnival take place count as public holidays.

6. **Leave that is not holiday leave, <u>with</u> full retention of pay or remuneration**
   The Executive Board College approves a number of forms of leave with full retention of pay or remuneration, taking into account the provisions of the cao-NU and the WAZO. The duration and extent of leave is further described in Supplement 1. This relates to:
   a. Leave in the event of pregnancy and childbirth (article 4.11 cao-NU);
   b. Partner's post-birth leave in the event of the birth of their own child (article 4:2 paragraph 1 WAZO);
   c. Supplementary partner's post-birth leave in the event of the birth of their own child (article 4:2a WAZO);
   d. Emergency leave (article 4.22 cao-NU);
   e. Special leave with full pay or remuneration as specified in article 9 of this policy (article 4.24 cao-NU).

7. Leave that is not holiday leave, <u>with</u> partial retention of pay or remuneration
The Executive Board College approves a number of forms of leave with partial retention of pay or remuneration, taking into account the provisions of the cao-NU and the WAZO. The duration and extent of leave as well as the amount of the partial retention of pay or remuneration is further described in Supplement 1. This relates to:
a. Parental leave (article 4.13 through 4.20 cao-NU);
b. Short-term care leave (article 4.21 cao-NU).

8. Leave that is not holiday leave, <u>without</u> retention of pay or remuneration
The Executive Board College approves a number of forms of leave without retention of pay or remuneration, taking into account the provisions of the cao-NU and the WAZO. The duration and extent of leave is further described in Supplement 1. This relates to:
a. Leave for the purposes of adoption or foster care (article 4.12 cao-NU);
b. Long-term care leave (article 5:9 WAZO);
c. Life-cycle leave (article B.7 cao-NU);
d. Special leave without retention of pay or remuneration as specified in article 9 of this policy (article 4.24 cao-NU).

9. Special leave (article 4.24 cao-NU)

9.1 The Executive Board may decide to grant an employee special leave. To request this leave, the employee must submit a motivated request in writing at least 24 hours in advance (if possible).

9.2 Extraordinary leave may be granted with, without or with partial pay.

9.3 Extraordinary leave can only be taken on the day for which the leave has been granted. If the leave is granted for more than one day, it must be taken immediately before or after the event for which the leave has been granted. It is not possible to save leave days that are not immediately taken. Leave shall only be granted if the leave falls on a day on which the employee works. Leave that falls on a day that counts as an employee's day off, a collective closure day or public holiday cannot be compensated for unless the leave in question concerns a service anniversary. In the event of a service anniversary, the leave is added immediately prior to or after the event for which the leave has been granted.

9.4 The degree of kinship under Supplement 2 shall apply to extraordinary leave granted based on blood relationships and relationships by marriage.

9.5 Extraordinary leave **<u>with</u>** full pay will be granted for:
a. Moving house;
b. Taking out a marriage licence;
c. One's own wedding/partnership registration/signing of a notarised partnership contract;
d. One's own 25th, 40th or 50th wedding anniversary;
e. Attending the 25th, 40th, 50th or 60th wedding anniversary of parents, stepparents or parents in law;
f. One's own 25th, 40th or 50th wedding anniversary[1];
g. Attending religious ceremonies
h. Marriage/ partnership registration of relations by blood or affinity in the first and second degree;
i. Death of a relation by blood or affinity in the first, second, third or fourth degree;
j. Death of partner;
k. Exercising the right to vote (insofar as this cannot be done outside working hours);
l. Fulfilling a legal obligation;
m. Attending meetings of civil servant organisations, management activities, training programmes and organised consultation committees for public affairs;
n. Performing a management position as defined in the Regulation on Extraordinary Leave by virtue of managerial activities;
o. Trade unions or staff representation leave.

1 The service anniversary (=ABP-working hours) is incorporated in the Maastricht University Bonus Regulations. There are no separate UM service anniversary regulations.

9.6 Extraordinary leave **without** retention of pay or remuneration will be granted for:
a. The carrying out of public-law positions.

10. Overlap of holiday and leave as well as accrual of holiday hours during leave

10.1 Taking holiday hours shall never be considered special leave.
10.2 During a period of special leave, no holiday hours are accrued during the hours of leave, unless this is specified in legislation. This means the following:

Type of leave	**Accrual of leave**
With full pay or remuneration	yes
Without retention of pay or remuneration	no
Pregnancy leave and maternity leave	yes
Adoption leave	yes
Short-term care leave	yes
Public-law position	yes
Parental leave	No accrual on hours parental leave

11. Final provisions

11.1 In situations not provided for by the cao-NU, the Executive Board shall decide the matter based on the principle of reasonableness and fairness. The Executive Board may, as reasonable and fair, deviate from the provisions in these Regulations or the Collective Labour Agreement in exceptional cases.
11.2 These Guidelines have been adopted by the Executive Board in accordance with the Local Consultation on 10 November 2020. This scheme takes effect on 10 November 2020. When these regulations come into effect, they supersede the Maastricht University Additional Leave Regulations as adopted by the Executive Board on 19 December 2019

APPENDIX 1: OVERVIEW OF AMOUNT, LENGTH, AND HEIGHT OF RETENTION OF PAY BASED ON THE TYPE OF LEAVE

Leave <u>with</u> full or partial pay or remuneration

<u>Type of leave</u>	**<u>Duration and Extent</u>**
Moving house	Two calendar days (per year)
Taking out a marriage licence	One calendar day
One's own wedding/partnership registration/signing of a notarised partnership contract	Four calendar days
Partner's post-birth leave in the event of the birth of their own child	1x the weekly working hours, as agreed in the employment contract, within four weeks from the first day after the delivery (article 4:2 paragraph 1 WAZO)
Supplementary partner's post-birth leave	5x the weekly working hours, as agreed in the employment contract, to be taken within six months of the delivery (article 4: 2a WAZO)
One's own 25th, 40th or 50th wedding anniversary	One calendar day
Attending the 25th, 40th, 50th or 60th wedding anniversary of parents, stepparents or parents in law	One calendar day
One's own 25th, 40th or 50th service anniversary[2]	One calendar day
Attending religious ceremonies	A maximum of one leave day per year, in consultation with the direct supervisor
The following family circumstances: - Marriage/ partnership registration of relations by blood or affinity in the first and second degree: 1. if the wedding/ partnership registration takes place in your work location or your town/city of residence 2. if the wedding/ partnership registration takes place outside your work location or your town/city of residence. - Death of a relation by blood or affinity: 1. in the first degree 2. in the second degree 3. in the third or fourth degree - Death of partner	 One calendar day Two calendar days Four calendar days Two calendar days One calendar day Minimum of 4 calendar days. And further as seen fit in consultation with the line manager
Exercising the right to vote (insofar as this cannot be done outside working hours)	Facilitate (as necessary)
Fulfilling a legal obligation	Actual absence
Attending meetings of civil servant organisations, management activities, training programmes and organised consultation committees for public affairs.	Max. Max. 120 hours per year

2 The service anniversary (=ABP-working hours) is incorporated in the Maastricht University Bonus Regulations. There are no UM service anniversary regulations.

Performing a management position as defined in the Regulation on Extraordinary Leave by virtue of managerial activities	In principle, one third of the duration of the management position with a maximum of 12 months
Trade unions or staff representation leave	A maximum of 320 hours per year for actual participation, or the number of ftes for which the employee's unit is compensated

Leave, with partial retention of pay or remuneration

Type of leave	**Duration, extent and amount of pay or remuneration**
Parental leave	Duration and extent: Maximum of 13 times the hours worked per week Pay or remuneration: 62.5% of the pay or remuneration for the leave hours taken. The remaining entitlement to parental leave (a further 13 times the hours worked per week) is without retention of pay or remuneration. Paragraph 4.4 CAO-NU
Short-term care leave	Duration and extent: A maximum of twice the number of weekly working hours during 12 consecutive months Pay or remuneration: 70% of the pay or remuneration over the taken hours of leave Articles 5:2 and 5:6 WAZO

Leave without retention of pay or remuneration

Type of leave	**Duration and Extent**
Adoption leave	Six calendar weeks (in accordance with article 4.12 CAO-NU) The Work and Care Act grants benefit rights to the employee
Public-law position	With due observance of the regulations for extraordinary leave for public-law positions, the time spent on fulfilling the position(s)
Long-term care leave	Six times the number of weekly working hours per 12-month period (in accordance with article 5.10 of the Work and Care Act)
Life-course leave	To be determined by the employee in consultation with the employer. Pursuant to article B.7, paragraph 3 of the Collective Labour Agreement of Dutch Universities, only possible for employees who had a savings balance under a life-course savings scheme as at 31 December 2011.

Supplement 2: DEGREES OF KINSHIP

The degree of kinship is a measure of the degree of blood relationship or relationship by marriage between persons. The higher the degree, the more distant the relationship (article 1, Book 3, Dutch Civil Code).

A parent and a child are **related by blood** to the first degree (stated differently: parents and children are first-degree blood relatives, and a person's parents and children are his/her first-degree blood relatives). Further, grandparents and grandchildren, and so on, are second-degree blood relatives. The degree of blood relationship in the collateral line between two people is calculated by counting the total number of births, first from the one person to the first common ancestor and then to the other person. Hence, brothers and sisters are second-degree blood relatives, aunts and uncles, third-degree blood relatives and full cousins, fourth-degree relatives. The children of a brother or sister are third-degree blood relatives.

As a result of marriage and **registered partnership**, the blood relatives of a person's spouse or registered partner become related by marriage to the person, to the same degree as the blood relationship existing between this spouse or partner and his/her blood relative. Brothers-in-law or sisters-in-law are second-degree relatives by marriage. Uncles or aunts by marriage are third-degree relatives by marriage. The spouse of the full cousin of a spouse is a fourth-degree relative by marriage. Relationships by marriage do not end upon the dissolution of the marriage.

Overview of degrees of kinship

	First degree	**Second degree**	**Third degree**	**Fourth degree**
Staff Member	Parents	Sibling (brother or sister)	Great grandparents	Great great grandparents
	Children	Grandparents	Uncle/Aunt	Great uncle/Great aunt
		Grandchildren	Niece/Nephew	Cousin
			Great grandchildren	Second cousin