



## Overview of AUAS leave arrangements

(for more information, see "Leave" on the A-Z list on MyAUAS)

In accordance with the collective labour agreement for universities of applied sciences (CAO HBO), the Work and Care Act (*Wet Arbeid en Zorg (WAZO)*) and the Additional Leave (Introduction) Act (*Wet Invoering Extra Geboorteverlof (WIEG)*)

Type of leave	Length of leave	Paid	Unpaid	CAO HBO and/or Act
<b>1) Holiday leave</b>	<p><u>Employees are entitled to the following holiday leave each year:</u></p> <ul style="list-style-type: none"> <li>- 219 hours per year (in the event of a 36-hour working week)</li> <li>- 323 hours per year (in the event of a 38-hour working week)</li> <li>- 428 hours per year (in the event of a 40-hour working week)</li> </ul> <p>NB 1: A proportional number of hours will apply in the event of part-time employment</p> <p>NB 2: The number of hours per year may vary due to an employee's work schedule and public holidays</p>	X		Article: collective labour agreement: Paragraphs J-4 and J-8
<b>2) Special leave</b>	<p><u>Employees are permitted to take the amount of leave necessary:</u></p> <ul style="list-style-type: none"> <li>a) to exercise their right to vote or to meet a statutory obligation</li> <li>b) for the purpose of activities for public bodies</li> <li>c) in connection with membership of a government-recognised examinations board</li> <li>d) following a death:               <ul style="list-style-type: none"> <li>• Family (in-laws, stepfamily and foster family) in the first degree = 4 days</li> <li>• Family in the second degree = 2 days</li> <li>• Family in the second degree + organisation = 4 days</li> </ul> </li> <li>e) House move due to change in place of work = 2 to 4 days</li> <li>f) House hunting due to change in place of work: a maximum of 2 days</li> <li>g) Marriage/registration of partnership: 2 days</li> <li>h) Marriage/registration of partnership of family in the first and second degrees: 1 day</li> <li>i) attendance of statutory members' meeting in accordance with Article V7 of the collective labour agreement</li> </ul>	X		Article: collective labour agreement: J-9, Paragraphs 1a to 1i inclusive
	<p><u>Employees will be given the opportunity to take leave for the following purposes:</u></p> <ul style="list-style-type: none"> <li>- To give official notice of an intended marriage</li> <li>- The death of family in the third and fourth degrees</li> <li>- A house move necessary other than due to a change in place of work</li> <li>- A 25th, 40th or 50th marriage anniversary or registration of partnership/work anniversary of the employee, partner or parents, step parents, parents-in-law or foster parents</li> <li>- youth work</li> </ul> <p>NB: An employee could use one day of their leave entitlement for the above or take unpaid leave.</p>	Holiday leave	X	Article: collective labour agreement: J-9, Paragraph 4

<b>3) Maternity leave</b>	<p><u>Female employees are entitled to a minimum total leave of 16 weeks:</u></p> <ul style="list-style-type: none"> <li>- 6 weeks before and 10 weeks after giving birth, or</li> <li>- 4 weeks before and 12 weeks after giving birth</li> </ul> <p><u>If pregnant with multiples, a minimum of 20 weeks of leave:</u></p> <ul style="list-style-type: none"> <li>- 10 weeks before and 10 weeks after giving birth, or</li> <li>- 8 weeks before and 12 weeks after giving birth</li> </ul> <p><u>Please note (1):</u> The period of 4 or 6 weeks (8 or 10 weeks in the event of a multiple birth) before giving birth will be extended if an employee gives birth late. This will not affect the leave weeks the employee plans to take after the birth</p> <p><u>Please note (2):</u> If an employee gives birth earlier than the planned delivery date, she will continue to be entitled to a total leave of 16 weeks (20 weeks in the event of a multiple birth)</p> <p><u>Please note (3):</u> Maternity leave can be taken spread over 30 weeks, starting 6 weeks after the date on which an employee gives birth</p> <p><u>Please note (4):</u> If the child is admitted to hospital while an employee is on maternity leave, this leave will be extended by a maximum of 10 weeks, so that mother and child can spend 10 weeks together at home</p>	X		<p><u>Article:</u> collective labour agreement: J-10, Paragraphs 1-4</p> <p>Work and Care Act: Articles 3(1) and 3(1a)</p>
Type of leave	Duration of leave	Paid	Unpaid	CAO HBO and/or Act
<b>4a) Unpaid parental leave</b>	<p><u>Employees are entitled to a maximum of 26 times their regular weekly working hours in unpaid parental leave:</u></p> <ul style="list-style-type: none"> <li>- if they are employed by AUAS</li> <li>- only for children up to the age of 8</li> </ul> <p>Please note: If the right to take paid parental leave is exercised, leave will last a maximum of 13 times the regular working hours per week (excluding temporary extension).</p>		X	<p><u>Article:</u> collective labour agreement: J-10, Paragraph 5 Work and Care Act: Chapter 6</p>
<b>4b) Paid parental leave</b>	<p><u>Employees are entitled to a maximum of 13 times their regular weekly working hours in paid parental leave:</u></p> <ul style="list-style-type: none"> <li>- Only applicable for employees who have been employed by AUAS for 1 year and have an employment contract for a minimum of 0.4 FTE</li> <li>- Only for children up to the age of 4</li> <li>- Leave will mainly be taken in full per week for a continuous period of no more than 13 weeks</li> <li>- A longer or shorter period of leave per week will be negotiable in consultation with the supervisor</li> </ul> <p><u>Please note:</u> The paid leave period falls <u>within</u> the unpaid leave period, so they will <u>not be added together</u>.</p>	75%	25%	<p><u>Article:</u> collective labour agreement: K-1 1st bullet</p> <p>AUAS paid or unpaid parental leave scheme</p>
<b>5) Care leave</b>	<p><u>Employees are entitled to care leave equal to a maximum of 2 x working hours per week each year:</u></p> <ul style="list-style-type: none"> <li>- Care leave will be possible if necessary for an employee to nurse their partner, child, parent, brother, sister, grandparent, grandchild, housemate, boyfriend or girlfriend.</li> <li>- It will be possible to extend leave on the basis of a medical certificate, agreements about full or partial payment or non-payment and period, etc.</li> </ul>	X		<p><u>Article:</u> collective labour agreement: J-11</p> <p>Work and Care Act: Chapter 5</p>

<b>6a) Emergency leave</b>	<p><u>Employees may be entitled to take short-term leave in the following emergency situations:</u></p> <ul style="list-style-type: none"> <li>- In the event of special personal circumstances and unplanned private problems (partner giving birth, urgent doctor's appointment, burglary)</li> <li>- If an employee's partner gives birth on a date on which the employee would not be working, they will not be entitled to compensation</li> <li>- Extent and length to be calculated equitably</li> <li>- Leave may be paid or unpaid. However, given its limited length and the necessity to take leave, the continued payment of wages is reasonable</li> </ul>	X	X	<p><u>Article:</u> CAO J-12, Paragraph 1</p> <p>Work and Care Act: 4(1)</p>
<b>6b) Short-term leave of absence</b>	<p><u>Employees may be entitled to take a short-term leave of absence for the following reasons:</u></p> <ul style="list-style-type: none"> <li>- Very special situations that are more or less possible to plan (declaring the birth of a child, doctor's appointment not reasonably possible to arrange outside working hours)</li> <li>- The provision of assistance in these special situations to the persons named under 'Care leave' above</li> </ul>	X	X	<p><u>Article:</u> CLA J-12, Paragraph 1</p> <p>Work and Care Act: 4(1)</p>
<b>6c) Other short-term leave of absence: Partner leave</b>	<p><u>Employees (partners) are entitled to a maximum of 5 days of partner leave (calculated proportionally):</u></p> <ul style="list-style-type: none"> <li>- After the date on which the partner gives birth, 5 maternity days, calculated proportionally</li> <li>- To be taken within 4 weeks of the date on which the baby is born, from the time at which the child starts to live at the same address. Employees are not required to take this leave on consecutive days</li> </ul>	X		<p><u>Article:</u> CLA J-12, Paragraph 2</p> <p>Work and Care Act: 4(2)</p>
<b>Type of leave</b>	<b>Length of leave</b>	<b>Paid</b>	<b>Unpaid</b>	<b>CAO HBO and/or Act</b>
<b>6d) Additional partner leave</b>	<p><u>Employees (partners) are entitled to a maximum of 5 whole weeks of additional partner leave:</u></p> <ul style="list-style-type: none"> <li>- After taking partner leave of 1 week (see 6c), an employee will be entitled to additional partner leave equal to a maximum of 5 x working hours per week</li> <li>- This leave must be taken within 6 months of the birth. It may be taken spread over time</li> <li>- statutory compensation of 70% of your taxable pay including allowances, 8% holiday allowance and 8.3% year-end bonus</li> </ul>	70% of (maximum) daily wage	X	<p><u>Article:</u> Additional Leave (Introduction) Act: 4(2)(a), (b) and (c)</p>
<b>7) Adoption and foster care leave</b>	<p><u>Employees are entitled to 6 weeks of adoption and foster care leave:</u></p> <ul style="list-style-type: none"> <li>- The maximum length of adoption and foster care leave is 6 weeks</li> <li>- Leave can start 4 weeks before a child starts to live with their adoptive or foster parents</li> <li>- Employees are not required to take this leave on consecutive days but must take it in full within 26 weeks</li> </ul>	X		<p><u>Article:</u> CLA J-13</p> <p>Work and Care Act: 3(2)</p>
<b>8) Extraordinary extended leave</b>	<p><u>Employees may take extraordinary extended leave in consultation with the employer:</u></p> <ul style="list-style-type: none"> <li>- For all or part of their contracted hours</li> <li>- The employer can attach certain conditions to this leave</li> <li>- The following agreements at least will be made about how pension contributions are to be paid: <ul style="list-style-type: none"> <li>• In the event of leave solely for the personal benefit of the employee: the employee will pay the contributions due from the employer and employee</li> <li>• In the event of leave predominantly in the public interest:</li> </ul> </li> </ul>		X	<p><u>Article:</u> collective labour agreement: J-14, Paragraphs 1-3</p>

	<p>the employer will pay the contributions due from the employer; the employee will pay the contributions due from the employee</p> <p><u>Note:</u> for any grounds for dismissal after extraordinary extended leave, see Article Q5 of the CAO HBO</p>			
<b>9) Extraordinary extended leave for political roles</b>	<p><u>Employees are entitled to extraordinary extended leave to perform certain political roles:</u></p> <ul style="list-style-type: none"> <li>- See the collective labour agreement for the roles in question</li> <li>- Pension accrual will be stopped temporarily (to avoid double accrual)</li> </ul>		X	<p><u>Article:</u> collective labour agreement: J-15</p>
<b>10) Decrease in working hours for older employees</b>	<p><u>Employees will be able to reduce their working hours subject to a reduction in their salaries if they:</u></p> <ul style="list-style-type: none"> <li>- have reached the state pension age minus 10 years (calculate state pension age)</li> <li>- <u>and</u> have an employment contract for a minimum of 0.4 FTE</li> <li>- <u>and</u> have worked in universities of applied sciences for five consecutive years of service</li> </ul> <p>Please note: There is a one-off option to take a maximum of 20% leave for a maximum of 5 years</p>	Option, salary scale, number of years before state pension determines %	Option, salary scale, number of years before state pension determines %	<p><u>Article:</u> collective labour agreement: M-2</p>
<b>11) Older Teaching Staff Scheme</b>	<p><u>The Older Teaching Staff Scheme ceased to apply on 1 January 2015; employees who utilised the scheme will retain their rights.</u></p>	Option determines %	Option determines %	<p><u>Article:</u> CAO, Annex XIII</p> <p>Chapter M of the CAO HBO 2012-2013</p>