

Overview of entitlements to LE hours (CAO HBO, Chapter M)

Conditions for LE entitlements	
Extent of employment	0.4 FTE or more
Working in higher professional education	At least three years (consecutive or otherwise) of the last five years

Size of LE budget	
Basic LE budget	45 hours per annum <ul style="list-style-type: none"> - in case of full-time employment - proportional in case of part-time employment (from 0.4 FTE)
Additional LE budget (on top of the basic budget)	Employees <ul style="list-style-type: none"> - who are within 10 years of reaching state pension age - who have worked in higher professional education for at least five consecutive years 45 hours per annum <ul style="list-style-type: none"> - in case of full-time employment - proportional in case of part-time employment (from 0.4 FTE)
<u>No</u> entitlement to additional LE budget	Employees <ul style="list-style-type: none"> - who participate in the CAO HBO <i>Werktijdverkorting Senioren</i> scheme, i.e. the Decrease in Working Hours for Older Staff Scheme (or the Older Teaching Staff Scheme preceding it)

Purposes for which LE hours may be used	
1.	Making arrangements which help employees to continue to do their job effectively, in good health and with satisfaction also in the longer term, which includes restoring the work-life balance during a limited period.
2.	Maintaining and reinforcing employees' employability in the sense of being versatile and retaining their labour market appeal, both inside and outside the organisation.
3.	Using hours for maintaining employees' professional competency and development.