

The image is a composite of three photographs showing different views of a modern building with large glass windows. The top photo shows the upper part of the building with a green overlay containing text. The middle photo shows people working inside the building. The bottom photo shows a garden area with plants and a path.

Allowance for commuting expenses and working from home

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY

Allowance for commuting expenses and working from home

Article 1 - Definitions

The definition of the following term apply to this regulation:

Travel distance: distance in kilometers measured via Google Maps from the employee's home address to De Rondon 70, 5612 AP, Eindhoven (standard) **or** to the location designated by the employer where the employee performs the work (alternative).

Article 2 - Duration

1. The scheme comes into effect from 01.01.2022 and will have a duration of one year.
2. After the expiration of the duration as specified in clause 1, the validity of this scheme will be automatically extended for one year, unless otherwise agreed in the Local Employees' Organization.

Article 3 - Applicability

1. This regulation applies to all employees who have an employment contract with TU/e.
2. Different arrangements apply to interns, which will be stipulated in writing prior to employment.
3. Student assistants and on-call workers are excluded from this arrangement.

Article 4 - The allowance

1. The allowance is determined on the basis of a fixed ratio of days commuting to work and days working from home;
2. The employee makes an agreement with the manager on:
 - a. the number of working days per week on-campus (standard or alternative work location); AND
 - b. the number of working days per week the employee works from home;
3. The agreement specifies the fixed ratio of commuting to working from home on which the monthly allowance is based.
4. The allowance is paid monthly with the salary.
5. The allowance may be changed as of the first calendar day of the current or future month.

Article 5 – Level of allowance

1. The allowance consists of two parts:
 - a. an allowance for commuting expenses; this is based on €0.12 net per kilometer, with a maximum travel distance of 75 kilometers one way.
 - b. an allowance for working from home; this is based on €2.00 net per working day.A fixed allowance is based on 214 working days if the employee travels to the fixed workplace or works from home (full time) on at least 128 days in the calendar year.
2. The amount of the allowance depends on the ratio as referred to in article 4, clause 2 with application of clause 1 of this article (see calculation examples below).

Calculation examples

Employee 1

Works 5 days a week

- 4 days on campus
- 1 day from home

Single travel distance: 80 km

Commuting allowance
€ 256.80 per month

$$((214 * 4/5) * (2 * 75 \text{ km} * € 0.12)) / 12$$

Working from home allowance
€ 7.13 per month

$$((214 * 1/5) * € 2) / 12$$

Employee 2

Works 4 days a week

- 2 days on campus
- 2 days from home

Single travel distance: 12 km

Commuting allowance
€ 20.54 per month

$$((214 * 2/5) * (2 * 12 \text{ km} * € 0.12)) / 12$$

Working from home allowance
€ 14.26 per month

$$((214 * 2/5) * € 2) / 12$$

Employee 3

Works 3 days a week

- 2 days on campus
- 1 day from home

Single travel distance: 3 km

Commuting allowance
€ 5.13 per month

$$((214 * 2/5) * (2 * 3 \text{ km} * € 0.12)) / 12$$

Working from home allowance
€ 7.13 per month

$$((214 * 1/5) * € 2) / 12$$

Article 6 - Long-term sick leave, unpaid leave, additional birth leave and (unpaid) parental leave

- In the event of illness:
 - The employee retains the right to the allowance during the current and following calendar month, calculated from the first working day that the employee reported sick. Thereafter, the allowance will be discontinued.
 - The allowance will resume as of the next calendar month following the current calendar month in which the employee reported (partially) recovered.
- For unpaid leave, additional birth leave and (unpaid) parental leave
 - The employee is not entitled to the allowance for the full working days that the employee is on unpaid leave, supplemental birth leave or (unpaid) parental leave.
 - If there is a consecutive period of unpaid leave, additional birth leave or (unpaid) parental leave, benefits will resume on the employee's first working day following the end of this period of leave.

Article 7 - Hardship clause

In cases where the strict application of the provisions of this regulation would result in manifestly unreasonable or unfair consequences for the individual employee, the employer may deviate from the provisions of this regulation in a favorable manner for that employee.

A request to do so may be made by the employee to the Director of the management unit in which the employee is employed. The Director will forward the request, with or without additional relevant information, to the Director of HRM who will then decide concerning the request.

Article 8 - Effective date

This regulation will take effect upon the cancellation of Articles 7 through 11 of the Regulations Concerning Reimbursement for Relocation, Commuting and Accommodation Expenses.

The effective date of this regulation is January 1, 2022.

Implementation as per IGO consultation agreement dated February 7, 2022.