

Sabbatical Leave Regulation

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY



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General information

In this memorandum, the sabbatical leave guidelines, laid down in TU/e's employment conditions package, are combined and supplemented with the principles behind the granting of an allowance or bonus.

Principles

1. The CAO of Dutch Universities mentions the possibility of sabbatical leave (Article 4.23 CAO NU).
2. The long-term saving model (Article 5.5 CAO NU) allows employees to use leave hours (source) for sabbatical leave (purpose). The [TU/e Selection Model for Conditions of Employment](#) (Article 8.2, Paragraph 1) provides further details on this option for saving up leave.

Article 4.23 Sabbatical leave

This article from the CAO of Dutch Universities reads as follows:

1. At the request of the employee, the employer may grant him/her long-term leave to enjoy a sabbatical.
2. A sabbatical is taken to mean a prolonged period of leave during which the employee devotes either general or specific attention to his/her own employability.
3. When a sabbatical is granted, the employer and employee shall at least make arrangements pertaining to the details of the leave and the way in which it shall be taken, the term of the leave, whether or not remuneration payments shall be continued, payment of the pension contribution and the employee using accumulated holiday hours, referred to in Article 5.5, for part of the leave period.
4. When the employee uses accumulated leave for his/her sabbatical, the employer shall grant him/her a bonus if the employer feels that it also concerns a business interest.

Scope of sabbatical leave regulation TU/e

TU/e's sabbatical leave regulation is based solely on principle 2), the use of holiday hours by means of the long-term saving model for the purpose of sabbatical leave.

Saving up leave hours for sabbatical leave

Using the long-term saving model (Article 5.5 CAO NU), the employee can save up holiday hours for a continuous period of leave, including sabbatical leave. If the employee chooses this option, the employee can save up a minimum of three and a maximum of five years. The employee is therefore committed to his/her choice for a longer period.

Annually, the employee can save a minimum of 56 and a maximum of 152 holiday hours of leave for sabbatical leave, regardless of the size of the employment contract. The hours saved are reserved for sabbatical leave on the employee's digital leave card.

All TU/e employees can make use of the sabbatical leave scheme, with the exception of employees with a temporary employment contract and/or an employment contract of less than 0.5 FTE. Employees with a 'Tenure Track' position as referred to in Article 6.6 of the CAO-NU can save for a sabbatical.

In consultation with the manager and the appropriate authority (managing director/service director), further agreements may be made per department/service about the period for which the leave is to be taken and how it is to be taken (with regard to the time at which the agreements are made).

If the employee is a member of a departmental board or a service director, the Executive Board will act as the relevant authority and will make decisions in that capacity if these employees submit an application for sabbatical leave.

Allowance or bonus to be paid

If, during the sabbatical leave, the employee pays general or specific attention to their employability and if there is also a business interest, the employee will receive an allowance for this in accordance with Article 4.23, Paragraph 4 (CAO NU).

The basic principle of this allowance is 10% of the saved leave hours. The employee has the choice between:

- 10% of the saved holiday hours in time;
- 10% of the value of the saved holiday hours in money.

Conditions for receiving the allowance in time or money are:

1. Prior to the sabbatical leave, written agreements shall be made with the employer about the objectives of the sabbatical leave.
2. If, during the sabbatical leave, the employee visits an institute or university (both in the Netherlands and abroad), the employee is expected to make efforts to acquire external resources in order to compensate for the services that the employee provides to third parties.
3. Prior to the sabbatical leave, the employee will draw up an estimate of the costs to be incurred by him/her during the sabbatical leave, a budget which must be approved by the relevant authority.
4. At the end of the sabbatical leave, the employee will provide written feedback on the results achieved. Prior to the sabbatical leave, the contents of this report will be jointly agreed by the employee and the employer.
5. At the end of the sabbatical leave, the employee will provide a clear statement of expenses, which will be checked against the TU/e guidelines and the agreements made.

Consequences

1. During the recording of sabbatical leave, the right to accrue holiday hours remains.
2. While sabbatical leave is being taken, the employee is entitled to a travel allowance for the duration of the sabbatical period, which corresponds to the amount of leave saved by the employee.
3. Regarding illness during sabbatical leave, the following position applies with respect to the holiday entitlement:

If an employee can demonstrate that if he/she had not been granted sabbatical leave, he/she would have been prevented from working the relevant hours due to illness, the hours not worked during sabbatical leave due to illness shall be regarded as having not being granted. The following must be taken into account:

- a. An employee who is in the country on sabbatical leave must submit an immediate notification of illness and (where appropriate) recovery, as indicated in the procedure concerning notification of illness and recovery.
- b. An employee who is abroad on sabbatical leave must submit an immediate notification of illness and (where appropriate) recovery, as indicated in the procedure concerning notification of illness and recovery. He/she will also have to obtain a statement from a doctor regarding the illness. This statement must be made available to the company doctor immediately.
In both cases, the hours concerned will be compensated, unless the employer decides otherwise on the basis of advice received from the company doctor.
4. In the event of long-term illness, consideration should be given to whether the sabbatical leave should be terminated, because the rules of ZANU and the Eligibility for Permanent Incapacity Benefit (Restrictions) Act remain applicable during sabbatical leave (medical supervision and reintegration).
5. Pension accrual continues in full during the sabbatical leave.

This information has been updated on November 1, 2021.