



# Paid Educational Leave Scheme

UNIVERSITY OF TWENTE.

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# Table of Contents

I	DEFINITIONS .....	2
	Article 1 .....	2
II	ENTITLEMENT TO LEAVE AND ALLOWANCE .....	2
	Article 2 .....	2
	Article 3 .....	2
	Article 4 .....	2
III	CONDITIONS .....	2
	Article 5 .....	2
	Article 6 .....	2
IV	OBJECTIONS AND FINAL PROVISIONS .....	3
	Article 7 .....	3
	Article 8 .....	3
	EXPLANATION OF THE PAID EDUCATIONAL LEAVE SCHEME UNIVERSITY OF TWENTE .....	4
	Introduction, general .....	4
	Explanation by article .....	4

# I Definitions

## Article 1

In this scheme the following is understood to mean:

- a. *university*: the University of Twente
- b. *staff member*: the person who has a permanent employment contract with the university
- c. *educational leave*: extraordinary leave in the form of a right to paid leave for a maximum of three months, based on an educational plan that serves to influence the staff member's functioning in a positive way, or to improve his career perspectives
- d. *educational plan*: plan that is approved by the management of the unit where the staff member is employed and which serves as a basis for the educational leave
- e. *administrator*: the person charged with the administration of a unit in accordance with the university's Management and Administrative Regulations.
- f. *unit*: bureau, section, department or other unit at the basic level of the organisation.

# II Entitlement to leave and allowance

## Article 2

1. The entitlement to educational leave comes about after the staff member has been employed by the University Twente for a period of five years.
2. The entitlement to educational leave can be used once in a period of five years.
3. The staff member who within a period of five years has already qualified for an exchange/educational leave via SVO/EEG and such, is considered to have used up the right to educational leave.
4. The duration of the educational leave is at maximum a period of three consecutive months. It is possible to take up leave for a certain part of the ordinary working time per day, week or month. In case of partial educational leave, this is converted into full-time equivalents.

## Article 3

1. The educational leave is to be applied for to the administrator no later than three months before the desired moment of commencement.
2. With the application the educational plan is to be submitted and the desired period of leave is to be stated, all this in consultation with the direct superior of the staff member.
3. If the consultation referred to in paragraph 2 does not lead to agreement, the administrator decides.
4. After consultation with the staff member the administrator, stating reasons, can make adjustments to the way in which the educational leave is taken up, to the contents of the educational plan and/or the funding of the educational plan.
5. The administrator informs the staff member in writing of his decision within 6 weeks after receiving the application as referred to in paragraph 1.

## Article 4

The administrator may make available to the staff member who has been granted educational leave an amount of up to € 2,269 per period of leave. If most of the educational leave is taken up abroad, an amount of up to € 4,538 can be made available.

# III Conditions

## Article 5

1. The staff member who has enjoyed educational is obliged to bring out a written report to the administrator within two months after the end of the educational leave.
2. The administrator can set rules for the lay-out of the report referred to in paragraph 1.

## Article 6

1. If the staff member within two years after the educational leave resigns or is dismissed due to circumstances attributable to him, he is obliged to repay the full or partial costs of the leave.
2. The obligation to repay is limited to 1/24 part of the costs for each month not included in the period referred to in paragraph 1.
3. Costs as referred to in paragraph 1 are understood to mean costs of the facilities granted to the staff member, up to a maximum of € 2,269 and € 4,538 respectively.

## **IV Objections and final provisions**

### **Article 7**

If the administrator makes use of the power mentioned in article 3, paragraph 3 or 4, the staff member may submit a notice of objection to the Executive Board within 6 weeks after the staff member has been informed of the decision.

### **Article 8**

1. In special cases the Executive Board may deviate from the provisions laid down in this scheme.
2. In cases in which this scheme does not provide, the Executive Board decides.
3. This scheme becomes effective on 1 July 1998 and can be quoted as "Paid Educational Leave Scheme University of Twente 1998".
4. At the moment of this scheme becoming effective, the Paid Educational Leave Scheme University of Twente 1995 is abolished. The applications for educational leave submitted before 1 July 1998 will still be assessed on the basis of this scheme.

# Explanation of the Paid Educational Leave Scheme University of Twente

## Introduction, general

Educational leave means that under certain conditions the UT's staff member is entitled to paid leave to follow training programs/courses, for "refreshing" or "recharging" or for acquiring specialist knowledge or exchanging knowledge. The scheme applies both to academic and support and administrative staff.

The basis for the educational leave is a plan that is drawn up in close consultation with the management of the unit where the staff member concerned works. The purpose of this plan should be: positively influencing the functioning of the staff member and it should also have a relation with the work unit. The plan needs the approval of the administrator.

## Explanation by article

### Article 2

#### paragraph 1 and 2

The entitlement to paid educational leave only arises after the staff member has been given a permanent employment contract and has built up five years of service with the university.

If a staff member makes use of the possibility of paid educational leave, he/she is to build up a period of five years of service again after the end of this leave in order to qualify for educational leave under this scheme.

#### paragraph 3

The already existing possibilities for exchange and educational leave, for example via SVO, are not affected by the scheme for paid educational leave. The Executive Board however does consider it reasonable that those making use of these possibilities, are not again allowed to make use of the right to educational leave under this scheme.

#### paragraph 4

In principle, the maximum period of leave is three months. A longer period of leave is negotiable if the period of employment is longer than five years; however, this is not a right. Naturally, the period of leave can also be shorter than said three months.

Under the scheme it is possible to take up leave for a certain part of the normal working hours per day, week or month. In case of such a partial educational leave, a conversion is made into the number of hours actually to be worked. In this way the leave can be put in line with the educational programmes, in the form of, for example, courses of several half-days per week or per month.

### Article 3

#### paragraph 1

The Executive Board has mandated the power to grant educational leave to the administrators. The application period enables the unit concerned to possibly look for a temporary replacement or take other organisational measures.

#### paragraph 2 en 3

In connection with circumstances of an organisational nature, it is conceivable that the desired period of leave is temporarily inconsistent with the interest of the organisation. If the staff member and the immediate superior are unable to reach agreement over this, the administrator will decide, after having taken cognisance of the positions of both parties.

### Article 4

During the period of leave the staff member retains his/her full salary. For any accompanying costs for, for example, training, travelling and accommodation costs and costs of equipment, an amount per person per period of leave of up to € 2,269 is available. This amount can be increased up to a maximum of 4,538 if most of the leave is taken up abroad.

### Article 5

#### paragraph 2

It is recommended that the administrator, after consultation with the immediate superior, sets a minimum of points as to the lay-out of the report.

## **Article 6**

### **paragraph 1 en 2**

Because in the granting of leave there is a demonstrable interest for the organisation, it stands to reason that the expense allowance can be reclaimed in certain cases. The repayment scheme is mitigated by the "earn-in" arrangement referred to in paragraph 2.

### **paragraph 3**

Salary costs and costs relating to any replacement of the staff member are not taken into account.

## **Article 7**

If so desired, the staff member, after the decision of the administrator, may submit a notice of objection to the Executive Board within 6 weeks. The handling of the objections takes place in accordance with the provisions laid down in the General Administrative Act (Awb). Briefly, this means that all persons involved are heard by an officer appointed by the Board. Subsequently, the board takes a decision about the objection.

## **Article 8**

If it turns out that in an individual case the application of the scheme has an apparently unreasonable effect, the board in deviation of the scheme may take a decision in favor of the staff member (hardship clause).

*This translation is meant as a service to non-Dutch speaking employees of the UT. However, in case of a difference of interpretation, these translations cannot be used for legal purposes. In those cases the Dutch text is binding.*