



HOLIDAY LEAVE: GUIDANCE FOR MANAGERS

Since 2020, the value of untaken leave has increased every year. In total, there is more than € 20 million worth of outstanding holiday entitlements weighing on the balance sheet. To counter this movement, we ask for your help by reminding employees to:

- take at least four weeks' holiday every year;
- register any leave taken (even a few hours) in advance in MyHR;
- use any remaining leave via the Optional Model for Employment Conditions, e.g. to buy a bicycle, make their home more sustainable or to exchange it for extra salary;
- agree well on time with employees who leave employment that they take and register their remaining leave before the end of their employment.

The collective labour agreement for Dutch universities gives us, as employer, a number of tools to encourage employees to take (more) holidays. Below is a roadmap of the actions you can take as a manager:

Road map

January	Inform employees that their statutory holiday hours from the previous year will lapse on 1 July if they do not take them. Employees who have not taken their non-statutory holiday hours from the previous year must make a written proposal before 1 July as to how and when they will take those hours from the previous year (within 5 years) => if not: after 1 July, after consulting them, you can designate how <i>all</i> non-statutory hours from the previous year will be taken before 31 December ¹ .
Mid-April	Discuss taking holidays with employees in connection with approaching long weekends. (Ascension, Pentecost), the May holidays and the scheduling of summer holidays. An incentive here could be: employees have until 1 July to take their statutory holiday hours from the previous year: after that, they expire ² . Employees must register their holidays in MyHR.
Early July	This is the time to engage in discussions with employees who have not yet taken/scheduled holidays. Make arrangements to avoid leave accumulation. If agreements are not possible and the employee does not plan any holidays, you may designate a maximum of 4 weeks in which the employee must take holidays ³ . Employees must register this themselves in MyHR. If they do not do so, HR can do so upon request. This takes into account the bridging days.
Early October	Check the outstanding holiday hours in MyHR and urge employees who have taken few holidays to do so before the end of the year. Employees can also use non-statutory hours for goals in the Optional Model , such as extra pension accrual or salary, tax-friendly investment in making their own home more sustainable or buying a bicycle.

Repeat the steps above.

P.S.:

Some employees do not register leave because they feel they work more than enough hours. Only support staff in salary scale 10 or lower are entitled to overtime⁴, subject to the condition that it is performed at the express request of the manager. An employee who works evenings or weekends on their own initiative does not work overtime and therefore cannot compensate time worked with leave.

¹ Art. 4.7 lid 7e. CLA Dutch universities

² Art. 7:640a Dutch Civil Code

³ Art. 4.7 lid 7c. CLA Dutch universities

⁴ Ar. 3.27 CLA Dutch universities



Another tendency is for employees to register only partial holidays, as they also work part-time during holidays. If an employee chooses to work during their holidays, this is a free choice and holidays should simply be taken for that purpose.

What types of leave hours are there?

Statutory leave hours: 4x the weekly working hours: to be taken as leave. They expire: 1 July after the year of accrual.

Non-statutory leave hours: 80 hours in case of full-time employment (pro rata for part-timers). They lapse 5 years after the year of accrual.

Compensation hours: 96 hours p/y only for full-time employees. These hours can be taken as holiday leave or used for the long-term saving model in the Optional Model. They expire at the end of the year of accrual.