

# UT EMPLOYEE EDUCATION AND STUDY REGULATIONS

## UNIVERSITY OF TWENTE

1 APRIL 2023

UNIVERSITY OF TWENTE.



# COLOPHON

DATE  
1 APRIL 2023

REFERENCE  
EB OUT- 5884

STATUS  
FINAL

AGREEMENT WITH LOCAL CONSULTATION  
9 MARCH 2023

DATE DETERMINED CVB  
20 MARCH 2023

ADJUSTMENT DUE TO CHANGES IN COLLECTIVE LABOUR AGREEMENT AS OF 1 JANUARY 2024  
29 NOVEMBER 2023

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# 1. DEFINITION OF TERMS

## ARTICLE 1

In these regulations, the following terms are understood as referring to:

<b>Board</b>	the Executive Board (college van bestuur) of the University of Twente
<b>Employee</b>	any person who has an employment contract with the University of Twente
<b>Study leave</b>	paid leave for the purpose of following a course of education or study
<b>Administrator</b>	the person responsible for the management of a unit as described in the UT Administrative Regulations (bestuurs- en beheersreglement)
<b>Unit</b>	an administrative unit as described in the UT Administrative Regulations
<b>CAO</b>	the Collective Labour Agreement for Dutch Universities (CAO Nederlandse Universiteiten) as in force at any moment in time
<b>Working hours</b>	the working days and hours set in consultation between the employer and the employee and that have been registered as such by the employee in MyHR, the self-service portal for UT employees (AFAS)

## 2. REQUIRED COURSES

### ARTICLE 2

1. The administrator may require the employee to take a course of study or education if that is necessary for the proper execution of the employee's current or a future position.
2. The employee will be notified of this requirement in writing. The administrator will include in the notification the terms and conditions that apply to the employee's study leave and UT's financial contributions towards the required course.
3. The employee's immediate superior will receive a copy of the written notification.

### ARTICLE 3

1. The administrator will grant the employee study leave to allow them to follow the course of study or education. The time which the employee devotes to that course will be regarded as working time and will be spent where possible during the employee's normal working hours.
2. The employee is compensated for time spent on a course of study or education outside working hours by receiving compensation hours. The time spent on a course of study or education outside working hours is not deemed overtime.
3. If compensation hours are awarded for time spent on a course of study or education in December of any year that cannot be taken before the end of the calendar year they can, contrary to Article 5.6 paragraph 2 of the CAO, be taken in the month of January of the next calendar year. Article 7, paragraph 1 is applicable.
4. The employee's unit will in any event pay for the following: necessary travel and accommodation costs as described in the UT Regulations on declaring expenses (declaratievoorschrift); the necessary course and study costs, examination and certification costs, the costs of purchasing essential study materials.

5. The administrator may make fair and reasonable arrangements with the employee about the study leave and related costs to be paid by the UT.

## ARTICLE 4

In the specific case of a course of study or education which the employee is required to follow, it is not possible to require that the employee has to repay, for any reason whatsoever, all or part of the costs of the course and no conditions can be set to the granting of the facilities.

## 3. SELF-CHOSEN COURSES OF STUDY OR EDUCATION

### ARTICLE 5

1. The employee may submit a request to the administrator to follow a self-chosen course of study or education that is to be paid for in full or in part by the administrator.
2. The relevant application must include an estimate of the costs to be incurred and the study leave required.
3. If the employee's request concerns a course of study or education that is relevant to their work, the administrator will grant the necessary facilities, such as payment of the course and travel costs. The time the employee devotes to that course will be regarded as working time and will be spent where possible during the employee's normal working hours.
4. The employee is compensated for time spent on a course of study or education outside working hours by receiving compensation hours. The time spent on a course of study or education outside working hours is not deemed overtime.
5. If compensation hours are awarded for time spent on a course of study or education in December of any year that cannot be taken before the end of the calendar year they can, contrary to Article 5.6 paragraph 2 of the CAO be taken in the month of January of the next calendar year. Article 7, paragraph 1 is applicable.
6. The administrator may make fair and reasonable arrangements with the employee about the study leave and other necessary facilities.
7. If the employee's request relates to a course of study or education that contributes to the employee's own career development, the administrator will grant permission for that course to be followed and, even if there is only a slight relationship between the course of study or education and the employee's current or future position, provide the employee with such facilities as are reasonable and fair in that connection, including, for example, paying for the requisite course and study costs, examination and certification costs, and the purchase costs of essential study materials. If the administrator rejects all or part of the employee's request, the reasons for this decision will be specified.
8. The employee's immediate superior will receive a copy of the administrator's decision.
9. The obligation to pay back any study costs may arise only in connection with a course of study or education as described in paragraph 7 above. This obligation will exist only if it is specified in writing in the decision on the employee's request or in any applicable written agreement concluded for that course. This will specify by name the facilities to be granted and define the situations and periods during which the obligation to pay back such costs is to apply.

## **4. MISCELLANEOUS PROVISIONS**

### **ARTICLE 6**

1. In accordance with the provisions of Article 6.10, paragraph 1 of the CAO, the employee is entitled to two (from 1 January 2024 onwards: three) personal development days each year, to be used for development and training within the scope of Recognition & Rewards, and/or for the employee's continuing employability.
2. Development days may be carried forward from one year to the next provided a written agreement to this effect is concluded between the administrator and the employee before the end of the year in which those days accrue.
3. If no agreement as specified in the preceding paragraph is made, the right to carry forward any unused development days will lapse at the end of the calendar year.
4. Development days are not vacation or leave days and cannot be exchanged for payment. Any unused development days will be lost at the end of the employment relationship. The specific use to which these days are put may be recorded in the employee's personnel file.

## **5. FINAL PROVISIONS**

### **ARTICLE 7**

1. In cases not provided for by these regulations or in which application of these regulations has a manifestly unreasonable effect, the Director Human Resources, acting on behalf of the Executive Board, will have the final say.
2. These regulations come into force and apply in full as from 1 April 2023.

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