

Optare Guidelines Wageningen Research WR

“Your customised employment benefits”

Stichting Wageningen Research makes it possible for you to compile part of your own package of employment benefits. You may decide for yourself whether it would be more favourable to you to use money or leave other than as normally arranged.

The choices which you make will only apply during the current calendar year and you will therefore need to make a new selection each year.

Your choices will have consequences for aspects such as your salary and/or your number of hours of leave. Every year you can make a selection in Optare from February to the beginning of November. You may make a selection with the aid of the Optare “tile” below the Staff button on your PC desktop and in this way compile your own package of employment benefits.

The choices that you make may not apply retrospectively.

Who may use WR Optare?

All Wageningen Research employees who are party to an employment contract for a definite or an indefinite term, who work full or part-time and who receive a fixed salary.

Employees without a duty to work, on-call employees, interns and temporary employees may unfortunately *not* participate.

Where an employee holds *multiple jobs* with Wageningen Research, a choice is made for each employment.

Those staff who avail themselves of the 30% facility may only use their leave as a source because of tax regulations.

How does WR Optare work?

In WR Optare you may exchange money or time (the source) for something else (the target).

A summary of the combinations of sources and targets is shown below.

sources	hours of leave	salary or fixed allowance	holiday allowance	end-of-year bonus
targets				
sabbatical leave	X			

Extension of parental leave	X			
Study leave	X			
Extra hours of leave*		X	X	X
Trade union dues	X	X	X	X
Bicycle or electric scooter	X	X	X	X
Supplemental travel cost allowance*	X	X	X	X
Extra salary	X			

- *The procurement of additional leave is subject to a maximum equivalent to 10% of one's agreed working week in accordance with the relevant tax regulations. (This has been set at 180 hours in the case of a WR employee with a full-time position. A proportionate part of the working week will apply in the case of part-time staff and those employees who enter the organisation's service during the year of choice).*
- *The use of compensation hours has not been permitted since Optare 2013.*

Questions

If you have any further questions concerning Optare and/or your salary payments, please submit them hr.servicedesk@wur.nl via (0317-4) 81111.