

## Leave guide Wageningen Research

June 2021

This leave guide is a summary of the available information regarding leave and based on the regulations from the CLA Wageningen Research. Detailed and up-to-date information about leave can be found on the FAQ pages on intranet: [Leave - Intranet WUR](#)

### Types of leave, accrual and admission

There are 3 types of leave:

1. Statutory leave:

You are entitled to 144 statutory leave hours per calendar year based on an average workweek of 36 hours per week. Statutory leave expires 2 years after it is accrued (i.e. leave granted in 2021 expires on 1 January 2023).<sup>1</sup>

2. Non-statutory leave:

You are entitled to 27 hours non-statutory leave per calendar year based on an average workweek of 36 hours per week. Non-statutory leave expires 5 years after it is accrued (i.e. leave granted in 2021 expires on 1 January 2026).

3. Compensatory leave:

If you work more hours (40) than you get paid (36), you are entitled to compensatory leave. This option is intended to allow for flexibility in how you spread your working hours throughout the year. Therefore compensation hours must be used in the year in which they are accrued. Unused hours will automatically expire when they are not taken in the year in which they were accrued (i.e. built up in 2021 expires on 1 January 2022). You can apply for this scheme via MyHR.

*Accrual of leave takes place monthly in proportion to the agreed working hours.*

Also useful to know:

- You're expected to use up your leave rights as much as possible in the calendar year in which your leave is accrued.
- In principle you are supposed to take at least 3 weeks leave from your regular statutory and non-statutory leave rights on a yearly base, 2 of which are to be taken consecutively.
- If the full use of your leave rights is not feasible or desired, then there are possibilities to exchanging hours for other benefits via Optare. More information about Optare is available on [intranet](#).
- If you are (long-term) ill and go on holiday, you write these hours as leave
- If you get sick during a set holiday, the hours will not be considered holiday hours. Attention: this only applies if you indicate this yourself, after agreement with your supervisor or with proof of a medical certificate. More information about this can be found in the [Absence Protocol](#).

Leave at the end of employment

- When your employment ends, you are expected to use up the remainder of your accrued leave as much as possible before the end date of your employment.
- Any remainder or excess in used holiday hours will be settled with your final payment after prior approval from your supervisor.

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<sup>1</sup> For statutory leave hours 2020 a one-off exception was made to the period of validity. Remaining hours from this year have a validity period of 5 years and have been automatically added to the balance of non-statutory hours of 2020, provided that at least 3 weeks leave is taken in 2020.

## Leave registration in MyProjects

You are requested to register your leave in MyProjects. You can also plan your leave for the whole year in advance in MyProjects if you wish to do so.

- You can book the hours of your statutory and non-statutory leave in MyProjects on 'Regulier verlof'. In the case of statutory and non-statutory leave, the system automatically will deduct the leave hours from the balance with the first expiration date.
- You can book the hours for compensation leave in MyProjects under 'Compensatieverlof'.

## What are ways to manage your leave properly?

To help you manage your leave, especially when it is relevant that you reduce your leave balance, we advise you on the following options:

- Plan your holidays well ahead and allow yourself a leave of at least 3 weeks during the summer and/or plan plenty of leave around Christmas.
- Schedule a fixed day off, for example once a month and communicate this to your co-workers. This prevents you from giving planning your leave (compensation) leave to little priority and makes it easier to take this into account in your work planning, both for yourself and for the people you work with.
- Buy or sell hours through [Optare](#). You can request this via MyHR. Please check [Optare](#) for the possibilities.
- Save up for a sabbatical. More information about this can be found at [Leave - Intranet WUR](#), under the question 'how can I save or take leave for a sabbatical'. You can save up to 7 years by using compensation hours. In addition, you can also use a maximum of 72 extra leave hours via Optare.
- Consider whether the flexible work options and the scheme of compensation hours really fits your needs and work pattern. If you are structurally unable to take up compensation hours, it may be wise to adjust your contract hours to your actual working hours. You can apply for this via MyHR.
- Do you notice that you are structurally struggling with creating time to use your leave? Please discuss this with your supervisor or your HR advisor in time. They can advise on how to find a healthy balance in this.

## Insight in your current leave balance

For an up-to-date overview of your leave balance, go to MyProjects and click on the blue link "click here for your WBI leave overview." This overview is only available for yourself.

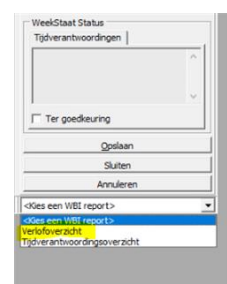
### Explanation of your leave overview in WBI

LEAVE RIGHTS VS WRITTEN LEAVE						Default columns for Employees				
Compressed Leave Code (MyProjects)	Leave Code	Leave Description	Leave Sub Code Description	Leave Rights Applicable (Yes/No)	Year	Leave Rights Selected Year	Leave Rights Previous Year	Total Leave Rights Selected Year	Written Leave Selected Year	Remaining Balance Selected Year
A900 (compressed)	OVK	Regulier verlof	Basisrecht	Yes	2019	7,2				
	VAK	Regulier verlof	Bovenwettelijk		2019	27				
	VAK	Regulier verlof	Basisrecht		2019	144				
	VAK	Regulier verlof	Optare Verlof		2019	-36				
					Subtot:	142,2	365,4	507,6	120	387,6
A901	COMP	Compensatie verlof	Factormethode (ADV)			204	0	204	169	35
					Grandtot:	346,2	365,4	711,6	289	422,6

### BOX (columns 2 and 4)

- Basisrecht: this is your statutory leave and must be taken within 2 years after they are accrued.
- Bovenwettelijk: this is your non-statutory leave and must be taken within 5 years after they are accrued. In the figure above, this means that leave received 2019 must be included 27 hours before 1 January 2024.
- Optare Verlof: here you can see how many leave hours you have used for Optare.

### COMP (columns 2 and 4)



Compensation leave must be taken in the calendar year in which it was accrued. Unused hours will automatically expire unless you use these hours for a sabbatical. In the example above, the compensation leave must be included before 1 January 2020 because the 2019 leave year has been used as an example here.

**OVK (column 2)**

If you were born in the years 1951 to 1955 and were employed on or before 1 April 2017, you are entitled to 7.2 extra leave hours on top of your non-statutory holiday hours. The right to this extra leave does not apply when using the Seniors Scheme, Vitality Pact or (former) Generation Instrument.