

FAQ Holiday and Leave Regulations Radboud University

At Radboud University, the intention is that employees should have taken as much of their vacation time as possible by the end of the calendar year.

Frequently asked questions:

1. Question: Is an employee required to make annual holiday leave balance agreements?

Answer: Yes, If employees do not use their entire holiday entitlement in a particular year, they shall make arrangements with their supervisor on how to take the holiday entitlement by:

- applying the long-term saving option;
- applying the flexible working time scheme (minus option), which involves reducing the actual number of working hours per week;
- applying another arrangement that shall reduce the remaining entitlement.

2. Question: Can the employee still carry more than 80 holiday hours over into the following calendar year?

Answer: Yes, the employee can still carry more than 80 holiday hours over into the following calendar years. However, the supervisor must then ensure that the employee works according to the standard hours. In that case, the employee is no longer entitled to participate in the plus variant of the flexible working time scheme.

3. Question: What can a supervisor do if an employee has not yet made any arrangements for taking holiday hours on July 1 of the calendar year in which they accrue?

Answer: A manager can set a vacation period of four times the employee's applicable weekly working hours.

4. Question: What are the rules on paying out holiday hours for temporary contracts?

Answer: The supervisor is responsible for making sure that the employee uses their holiday hours during the contract period. The employee should also take their own responsibility in complying with this. The employee knows well in advance that their employment contract will end and should therefore make every effort to take their holiday leave in good time. The Holiday and Leave Regulations clearly state that the employee must use as many of their holiday hours as possible before the end of their employment contract. The supervisor must give the employee the opportunity to do so. If the employee has any remaining holiday hours at the end of the employment contract, these hours will be paid out.

5. Question: What options does the Selection Model offer for selling holiday hours?

Answer: The Employment Terms Selection Model gives employees the opportunity to use holiday hours in a tax-efficient manner. The employee can use a maximum of 76 holiday hours per year, for example for a bicycle for commuting to work, or as a supplement to the travel allowance. Of these, the employee can sell a maximum of 38 holiday hours per year for additional gross income. For more information, see the Selection Model regulations.

6. Question: Can holiday hours from previous years be used via the Employment Terms Selection Model

Answer: Yes. Holiday hours are understood to be the non-statutory holiday hours allocated for the relevant calendar year, the non-statutory holiday hours from previous years that have not yet been taken, and the compensation hours from the relevant calendar year. These hours may all be used in the Selection Model, up to the maximum number of hours to be used.

7. Question: Does holiday leave accrual continue during illness?

Answer: Yes. The employee continues to accumulate their normal holiday hours while they are ill (also in case of part-time sick leave). By the same token, if the ill employee goes on holiday or uses holiday hours, the holiday hours are deducted according to the normal working hours per day. The supervisor ensures that the ill employee also takes holiday leave.

8. Question: Do holiday hours lapse if an ill employee does not take holiday leave?

Answer: The statutory hours also expire for an ill employee on 1 July of the second year. This does not apply if the employee cannot take holiday leave for (special) medical reasons. In that case, the limitation period of five years also applies to the statutory holiday hours.

9. Question: When should the employee use their holiday hours saved through the multi-year savings model?

Answer: The basic principle is that the holiday hours accrued through the multi-year savings model may only be used within one year of the end of the savings period. Unused holiday hours expire five years after the last day of the calendar year in which the savings model began.

10. Question: Do vacation hours that are not taken in a calendar year expire?

Answer: Compensation hours expire at the end of the calendar year in which you received them. Statutory holiday hours expire on July 1 of the following calendar year. Non-statutory holiday hours expire five years after the year in which they were taken.