



Complete the form in full  
and make sure it is signed by all  
relevant parties.  
Then scan the form, save it in PDF  
format and send it by e-mail to:

servicedesk.hrm@vu.nl

## Special leave Buitengewoon verlof

Surname, initials					
Date of birth, sex		<input type="checkbox"/>	male	<input type="checkbox"/>	female
Faculty or department					
Personnel number					

Information	VUnet > Collective Labour Agreement VUnet > Special leave VUnet > Verlofschema (text in Dutch) <a href="http://www.overheid.nl">www.overheid.nl</a> > Wet arbeid en zorg (text in Dutch)
Application deadline	4 weeks before start date of special leave

What is the current number of working hours?		fte	
What is the desired leave factor?		fte	
How much of this (expressed as FTE) is special leave with <u>no</u> retention of salary?		fte	if applicable, fill in the section 'special leave with <u>no</u> retention of salary'
How much of this (expressed as FTE) is <u>with</u> retention of salary?		fte	if applicable, fill in the section 'special leave <u>with</u> retention of salary'

The special leave will be taken	<input type="checkbox"/>	in the Netherlands
	<input type="checkbox"/>	abroad

Work schedule during period of leave							
If hours are the same in the monthly schedule for each week during the leave period, fill in the schedule for the first week only. If each week is different in the monthly schedule, fill in each weekly schedule separately in the appropriate column. The Explanatory Notes box provides space for additional information if needed.							
first week		second week		third week		fourth week	
Monday	hours	Monday	hours	Monday	hours	Monday	hours
Tuesday	hours	Tuesday	hours	Tuesday	hours	Tuesday	hours
Wednesday	hours	Wednesday	hours	Wednesday	hours	Wednesday	hours
Thursday	hours	Thursday	hours	Thursday	hours	Thursday	hours
Friday	hours	Friday	hours	Friday	hours	Friday	hours

<input type="checkbox"/>	<b>special leave with <u>no</u> retention of salary</b> (Collective Labour Agreement Article 4.17 + 4.18 + further regulations in accordance with Collective Labour Agreement Article 10.9)			
reason for leave				
percentage of leave			fill in the leave factor stated on page 1	
date of commencement	day	month	year	
end date	day	month	year	
type of leave	<input type="checkbox"/>	for personal reasons		
	<input type="checkbox"/>	work related		
pension contributions <small>* pension contributions accrued during the period of leave will be adjusted with the employee's salary in the first pay period following the period of leave.</small>	<input type="checkbox"/>	employee and employer contribution paid in full by employee*	salary component 4221	
	<input type="checkbox"/>	employee pays employee's share* employer pays employer's share	salary component 4223	
	<input type="checkbox"/>	employee's and employer's contribution paid in full by employer	salary component 4222	
amendment to increment date	<input type="checkbox"/>	no		
(see also scheme Special leave)	<input type="checkbox"/>	yes	new increment date	

<input type="checkbox"/>	<b>special leave <u>with</u> retention of salary</b> (Collective Labour Agreement Article 4.17 + 4.18 + further regulations in accordance with Collective Labour Agreement Article 10.9)			
reason for leave				
percentage of leave			fill in the leave factor stated on page 1	
date of commencement	day	month	year	
end date	day	month	year	
type of leave	<input type="checkbox"/>	for personal reasons		
	<input type="checkbox"/>	work related		
distribution of pension contributions (no choice)	employee's share is borne entirely by the employee employer's share is borne entirely by the employer			salary component 4211

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**Explanatory notes**

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**Employee's signature**

date	signature

**Signature on behalf of employer**

<b>Manager</b>			
	name	date	signature
<b>Personnel consultant</b>			
	name	date	signature
<b>Controller (optional)</b>			
	name	date	signature