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| Organisation code  [Naam inlenende eenheid] T.a.v. [Initialen] [optioneel: tussenvoegsel] [achternaam] | |  | |
| date | our reference number | your reference number |  |
| Typ tekst  21-12-2023 | Type text |  |  |
|  |  |  |  |
| e-mail | telephone | appendices |  |
| Type text | (020) 59 | 0 |  |
|  |  |  |  |
| Regarding: Internal secondment agreement | | | |

The undersigned:

[NAAM FACULTEIT/DIENST] legally represented in this matter by [NAAM], Director of operations [NAAM FACULTEIT] > OF Director of Service Department [NAAM DIENST], hereinafter to be referred to as: the **Supplier**

and

[NAAM FACULTEIT/DIENST] legally represented in this matter by [NAAM], Director of operations [NAAM FACULTEIT] > OF Director of Service Department [NAAM DIENST], hereinafter to be referred to as: the **Recipient**

whereas:

* [NAAM MEDEWERKER], hereinafter to be referred to as: the **Employee**, born on [DATUM] has an employment contract with the Supplier;
* the Supplier, the Recipient and the Employee will all benefit from the Employee’s secondment with the Recipient;
* parties have consulted about the matter and have reached an agreement which will now be established in this document;
* the Employee is aware of the arrangements for this secondment and has signed this document in confirmation of having read and understood its contents.

declare to have agreed as follows:

**Article 1 Duration and termination**

1. The Employee will be seconded by the Supplier to the Recipient with effect from date [X] until date [X] for [X] FTE.

2. Interim termination of the secondment is not possible unless both parties agree.

3. The secondment ends in any case automatically on the date on which the Employee's contract of employment with the Supplier ends.

**Article 2 Duties and responsibilities**

1. The Employee’s work for the Recipient will be done in the context of [FUNCTIE/PROJECT/WERKZAAMHEDEN ETC].

2. Holiday and other leave entitlements of the Employee with regard to work performed for the Recipient are to be dealt with directly in consultation between the Employee and the Recipient.

**Article 3 Payment of salary and reimbursement of secondment expenses**

1. The Supplier shall ensure payment of salary and any other applicable benefits to the Employee during the period of secondment.

2. The Recipient shall pay the Supplier €[SUPERBRUTO BEDRAG] per month as compensation for the secondment. The previously mentioned amount can be adjusted in the event that legal measures, general Collective Labour Agreement increases and/or incremental salary increases warrant this. Via the allocation personnel expenses, the Supplier will pass on the costs to the Recipient.

3. Incidental expenses made by the Employee on request or with the explicit consent of the Recipient and which are not covered by the compensation mentioned in the second paragraph, shall be reimbursed in consultation. For this purpose, the Employee must submit a claim in accordance with regular working methods, or enter into an agreement with an external party (after which an invoice will be sent). In the event that these expenses cannot be booked directly to the order number of [NAAM AFDELING], these costs will be passed on.

**Article 4 Occupational disability, pregnancy leave, maternity leave and parental leave**

1. In case of illness and recovery, the Employee shall immediately report to both the Supplier and the Recipient according to the applicable rules.

2. In case of illness or occupational disability on the part of the Employee, the Supplier shall endeavour to encourage the speediest possible resumption of work or reintegration, preferably with the Recipient, with due regard for the applicable statutory provisions. The Employee and the Recipient shall provide the fullest possible cooperation during this process.

3. Occupational disability of the Employee shall not lead to termination or reduction of the payment obligation by the Recipient to the Supplier.

4. The Supplier and the Recipient will remain jointly responsible for the continued salary payments and the re-integration process, including re-integration expenses, of the Employee.

1. If the Employee has indicated during the secondment that he/she wishes to make use of parental leave, further consultation will take place between the Supplier and the Recipient on the consequences for the secondment as soon as possible.

Agreed, and made out in triplicate and signed in Amsterdam on 21 December 2023.

Supplier, [NAAM FACULTEIT/DIENST],

on its behalf: [NAAM], Director of operations / Director of Service Department

Recipient, [NAAM FACULTEIT/DIENST]

on its behalf: [NAAM], Director of operations / Director of Service Department

The Employee, [NAAM]

Signed as seen: