



## Leiden University Framework Regulation on Work for Third Parties

Leiden University Regulation comprising the rules relating to work for third parties.

### Article 1 Definitions

- a. Work for third parties: all activities which an employee of Leiden University carries out which are not in his or her capacity as a Leiden University employee, regardless of whether or not the employee receives a remuneration for the activities, or whether the activities are carried out during or outside contracted hours.
- b. Public Register: a register which can be consulted by third parties, which records the nature of the activities and the organisation for which the employee carries out the activities.

### Article 2 Notification of work for third parties

- a. With the exception of the work for third parties mentioned under article 2 paragraph b, an employee is obliged to report all work for third parties upon commencement of employment or upon accepting new work for third parties;
- b. An employee is not obliged to report work for third parties ;
  - which takes place outside office hours, and
  - for which no remuneration in any form whatsoever is received, and
  - which does not interfere with his or her job performance, and
  - which evidently does not adversely affect the interests of the University.The responsibility for choosing not to give notification of work for third parties rests with the employee;
- c. An employee who, upon commencement of employment, does not carry out work for third parties in the context of this regulation or who carries out work for third parties which does not need to be reported, should declare this on commencement of employment, using the Form for Notification of Work for Third Parties.

### Article 3 Permission for work for third parties

- a. Unless the work for third parties may adversely affect the interests of the University and/or the employee's job performance, permission will be given for the work for third parties. This permission may be subject to certain conditions.  
Agreement to disclosure in the Public Register may be a condition for permission;
- b. If permission is given and the work for third parties takes up more than 10% of the working hours at the University, special leave can be granted for that part of the working hours, with full, partial or no retention of remuneration;
- c. Conditions that may be imposed in connection with granting permission include:
  - offsetting of (part of) the remuneration for third parties;
  - relinquishing part of the holiday leave entitlement;
  - permission may be granted for a fixed period, after which a new application for permission must be made;
- d. Unless otherwise agreed, permission is granted by the management of the faculty or division where the employee is employed;
- e. If the management of the faculty or division considers the work for third parties to be an additional individual condition of employment or to be beneficial for the career prospects of the employee, the management may take this into account when granting permission and imposing any conditions;
- f. Permissions granted may be evaluated periodically and may be withdrawn in the event of a change of circumstances.

### Article 4 Procedure for notification and registration

- a. Unless otherwise agreed, work for third parties should be notified to the management of the faculty or division where the employer is employed;



- b. The notification must in any case include:
  - the nature of the work to be carried out for third parties;
  - the organisation for which the work for third parties is to be carried out;
  - any possible common ground with the position within the University;
  - the time taken and any remuneration received;
  - whether permission will be given for disclosure in the Public Register;
- c. Each faculty or division will maintain a register of work for third parties notified, for which the University has given permission. This register is available for viewing at all times by the management of the faculty or division and by persons assigned by them, and by employees with regard to their own notification.

With the agreement of the employee, the Public Register will record the nature of the work for third parties and the organisation for which the work is being carried out.

#### **Article 5 Decision**

- a. The employee will receive a written decision within 4 weeks following submission of the notification;
- b. An appeal against the decision can be submitted to the Executive Board within 6 weeks of the date of despatch.

#### **Article 6 Additional regulations**

Within the context of this Work for Third Parties Framework Regulation and following the approval of the Executive Board, each faculty may draw up its own regulation to provide for the following:

- a. A description of work for third parties which derives from the tasks of the faculty or division, and which for this reason need not be reported;
- b. The persons who, in addition to the management of the faculty or division, can give permission to carry out work for third parties;
- c. The conditions which may be attached to permission, including reaching an agreement with regard to the income resulting from work for third parties;
- d. The use to which income accrued to the faculty or division from work for third parties can be put within the faculty or division.

#### **Article 7 Disciplinary measures**

Disciplinary measures may be imposed on the employee if work for third parties is carried out without permission, if an employee does not observe the conditions under which permission is granted, or if the employee does not observe the other provisions of this regulation.

#### **Article 8 Further provisions**

- a. In all cases which are not covered by this regulation, the final decision rests with the Executive Board.
- b. This regulation comes into effect on 1 October 2008. This regulation replaces all previous regulations on this subject which fall within the authority of the employer.
- c. This regulation may be referred to as the Leiden University Framework Regulation on Work for Third Parties.

This regulation was adopted by the Executive Board on 30 September 2008, following agreement with the Local Employees' Organisation on 25 September 2008.

This translation of the Leiden University Framework Regulation on Work for Third Parties is intended as a service to non-Dutch speaking employees, and as such has no legal status. Any legal claims can only be made on the content of the Dutch regulation (Kaderregeling Nevenwerkzaamheden Universiteit Leiden).