



Leiden University Procedure for Ancillary Activities

This translation of the Procedure for Ancillary Activities 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 (Procedure nevenwerkzaamheden).

With due observance of Article 1.14 of the Collective Labour Agreement for Dutch Universities (CAO NU) And supplementary to the Sector Scheme for Ancillary Activities (Sectorale regeling nevenwerkzaamheden), Appendix J.3 of the CAO NU;

Article 1. Scope

1. The Sector Scheme for Ancillary Activities and the Leiden University 2024 Procedure for Ancillary Activities apply to the following:
 - a. All Leiden University staff members, with the exception of a student assistant or an employee on an on-call contract who is also enrolled as a student;
 - b. a person with no employment contract with the university but whom the university has appointed as professor or professor by special appointment;
 - c. Persons to whom this Procedure has been declared to apply, all of whom are hereafter referred to as 'the person concerned'.

Article 2. Notification

1. The person concerned should report all ancillary activities or changes in ancillary activities via SAP/SelfService or via the relevant form. In giving notification, the person concerned also requests permission to engage in the relevant ancillary activities.
2. If the person concerned does not engage in any ancillary activities or only engages in ancillary activities that do not require notification on the grounds of Article 4.1 of the Sector Scheme for Ancillary Activities, he or she should state this upon commencement of employment
3. The responsibility for choosing not to give notification of ancillary activities rests with the person concerned.

Article 3. Permission

1. Unless otherwise agreed, authority for granting permission to engage in ancillary activities rests with the management of the faculty or division where the employee is employed.
2. In granting permission or imposing additional conditions, the faculty or division must take into account the possibility that engaging in ancillary activities may be beneficial for the career prospects of the employee and/or the fact that ancillary activities may be viewed as an additional condition of employment.
3. The Executive Board Member responsible is authorised to grant permission for ancillary activities performed by deans and division directors.
4. Permission to engage in ancillary activities is granted on condition that the person concerned grants the University permission to publicise the ancillary activities in question.



Article 4. Registration and Publication

1. A register is maintained in SAP/SelfService of ancillary activities notified, for which the University has given permission.
2. The nature of current ancillary activities and the organisation for which the work is being carried out are published on the staff member page of any person to whom this Procedure applies, unless the management of the faculty or division feels there are compelling reasons to refrain from publishing these ancillary activities.

Article 5. Income from ancillary activities

1. If the person concerned receives any remuneration for engaging in ancillary activities, he or she must include this information when giving notification of these ancillary activities.
2. The person concerned may accrue ancillary income as long as the ancillary activities in question are clearly unrelated to his or her position at the University.
3. Income from ancillary activities that are directly linked to the person's position at the University and that are performed during University working hours belongs to the University.
4. Income that derives indirectly from the person's position at the University may after consultation with the person concerned be partially or fully assigned to the division's budget or to the person concerned. This is further specified in the conditions under which the person concerned is granted permission to engage in the ancillary activities in question.

Article 6. Additional regulations

Within the context of the Sector Scheme and this Procedure, each faculty or division may draw up its own regulation to provide for the following::

- a. A description of ancillary activities that derive 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, may give permission to engage in ancillary activities;
- c. The use to which income accrued to the faculty or division from ancillary activities can be put within the faculty or division.

These additional regulations are subject to approval by the Executive Board.

Article 7. Further provisions

1. In all cases not covered by the Sector Scheme and/or this Procedure, the final decision rests with the Executive Board.
2. The Sector Scheme for Ancillary Activities and the Leiden University Procedure for Ancillary Activities replace all previous regulations on this subject.

Article 8. Entry into force

The Leiden University 2018 Procedure for Ancillary Activities enters into force on 1 January 2018.

These regulations were adopted by the Executive Board on 10 October 2017 and modified on 19 December 2017 after being ratified in the Joint Assembly Meeting of 13 December 2017.

These regulations were modified by the Executive Board on 19 November 2019 following the agreement of the Local Consultative Body on 19 September 2019. The amended regulation shall enter into force on 31 December 2019.



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These regulations were modified by the Executive Board on 26 March 2024 following the agreement of the Local Consultative Body on 29 February 2024. The amended regulation shall enter into force on 1 April 2024.



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