



Leiden University Regulation on the Commuting Allowance

Article 1 Legal ground

This regulation is a further specification of Article 3.20, paragraph 1, sub a, of the Collective Labour Agreement (CLA) of Dutch Universities.

Article 2 Definitions

In this regulation, the following definitions apply:

- a. Executive Board: the Executive Board of Leiden University.
- b. Employer: the Executive Board or the person mandated or sub-mandated to manage a management unit.
- c. Employee: an employee as referred to in Article 1.1, sub f, of the CLA of Dutch Universities who is employed by Leiden University.
- d. Home: the address at which the employee is registered with the Personal Records Database (BRP).
- e. Place of work: the Leiden University building or building complex where or from where the employee usually works.
- f. Notional place of work: the place designated by the employer as the place where the work is performed, if different locations are involved.
- g. Commuting: the journey between the employee's home and their actual or notional place of work, whereby outward and return journey are made within 24 hours.
- h. Travel expenses: expenses associated with travelling in the Netherlands between the employee's home and their real or notional place of work.
- i. MaaS Solution: MaaS stands for Mobility as a Service. The solution is an application in which commuting trip, business trips in the Netherlands, and home-working days are registered.

Article 3 Reimbursement of commuting expenses

1. The employee is entitled to an allowance for commuting expenses based on the actual kilometres travelled during their commuting trip.
2. The allowances referred to in this regulation are only reimbursed once the commuting trip has been registered in MaaS Solution. If the employee fails to register the commute, no payment will be made and any entitlement to payment will lapse.
3. Commuting trips may be registered retroactively, no later than on the last day of the calendar month following the commuting trip.

Article 4 Amount of commuting expenses allowance

1. The amount of the allowance for commuting expenses depends on the following:
 - the means of transport used, and
 - the number of kilometres travelled on the journey between the employee's home and their real or notional place of work, measured using the MaaS Solution route planner.



2. For the public transport section of the commuting trip, the allowance amounts to 100% of the actual public transport expenses based on a second-class fare.
3. For the section of the commuting trip for which the employee uses their own means of transport (i.e. car, motorbike, bicycle, scooter, or on foot), the allowance amounts to €0.07 per kilometre. This is subject to a maximum of 45 kilometres for a single journey between the employee's home and their real or notional place of work, measured using the MaaS Solution route planner.
4. For the section of the commuting trip that does not take place by public transport, the employee is not entitled to an allowance for the first 10 kilometres. The employee will therefore be reimbursed for a maximum of 35 kilometres for a single journey.

Article 5 Home-working allowance

If an employee is entitled to the home-working allowance (under Article 3.20, paragraph 3, in conjunction with Article 6.17 and Section 5 of Appendix A of the CLA), the employee is not entitled to a commuting allowance for that same day.

Article 6 Change of circumstances

The employee should immediately and correctly report any changes that affect their entitlement to or amount of commuting allowance – such as a change in residence or number of working days per week – via Self Service, MaaS Solution, or in some other manner to be determined by the employer.

Article 7 Student assistants and trainees

In deviation from Articles 3 and 4, the following applies to student assistants and trainees:

- a. Under these regulations, student assistants and trainees who are in possession of a student travel product and therefore do not incur any travel expenses are not eligible for a commuting allowance.
- b. Student assistants and trainees who can demonstrate that they did incur commuting expenses are eligible for an allowance pursuant to Article 4. This must be demonstrated and recorded upon commencement of employment or at the start of the placement.

Article 8 Special provision

If Leiden University takes environmental or other measures that affect the Regulation on Commuting Allowance, the regulation will be amended accordingly.

Article 9. Hardship clause

In exceptional cases in which application of this regulation would clearly have unreasonable consequences for the employee, the employer may deviate from this regulation in favour of the employee.

Article 10 Duration and evaluation

This regulation is part of a pilot and enters into force on 1 November 2024. This regulation has a duration of 12 months. The regulation will end by operation of law on 1 November 2025.

No later than two months before the end date, the Executive Board will announce whether it intends to extend the regulation in its present form. The Executive Board expressly retains the right to adjust the



allowance amounts and/or allowance percentage in this regulation downwards at the end of this period. If necessary, the regulation may be amended during its term following consultation and agreement between the Executive Board and the Local Consultative Committee. No rights may be derived from the amount of the commuting allowance after the expiry date of this regulation. This regulation replaces all previous regulations on this topic that fall within the employer's authority.

Article 11 Official title

This regulation may be cited as the Leiden University Regulation on the Commuting Allowance. This regulation was adopted by the Executive Board on 1 October 2024, following agreement in the Local Consultative Committee meeting of 26 September 2024. All previous regulations lapse with this new regulation.