



**NWO believes it is important that all employees throughout their entire career, and therefore in various phases of their lives, are able to do their work in a qualified and motivated way. Every NWO colleague must be able to work with pleasure. We call this 'sustainable deployability'. We think that a healthy work-life balance helps in this case.**

Sustainable deployability should be a recurring discussion point between an employee and the line manager, also in the annual performance appraisal. This brochure provides you with all of the information about the schemes and facilities that NWO offers to support sustainable deployability. You can find all details concerning these schemes in the collective labour agreement but you can also always approach your own HRM adviser.

### **Training and development**

In the annual performance appraisal interview (result and development interview) the line manager and employee make agreements about training, development and short-term career perspectives. This is because professional development is important. The NWO Academy, for example, provides a wide range of short training courses aimed at the development of skills and practical work-related knowledge. For the list of courses please consult the NWO-I website, Joost or your HRM adviser. Furthermore, your line manager and you can take the initiative to follow training programmes or educational courses to expand your knowledge and skills. Such efforts can be aimed at your current position but also a future position or even a future dream. Study leave and the reimbursement of expenses make it possible to follow courses and training programmes. Details about this can be found in Chapter 6 of the collective labour agreement. If you have any questions about this you can always approach your HRM advisor.

Another good option for personal and professional development is temporarily working outside of your own position or in a different department to gain a broader perspective. This allows you to acquire new knowledge and experience and to share your own knowledge and experience with other colleagues. Acquiring experience in other organisations can also be supported, for example via a temporary secondment. You can discuss this with your line manager.

### **Schemes for leave and adjusted working hours (work-life balance)**

Depending on your individual circumstances ("life phase") you sometimes need more time for your private situation. The collective labour agreement also has schemes for the temporary or more long-term adjustment of your working hours or your part-time percentage. It also provides for various types of exceptional leave for specific events. These are explained below. If you want to make use of these schemes, then you can best discuss this in advance with your line manager and your HRM advisor. You can then explore the possibilities and make agreements, if required.

### **Temporary reduction of the working hours**

You can save leave for a temporary reduction of working hours in AVOM (Tailor-made Terms of Employment) over a maximum period of five years. This means that each year, you can save 178 hours

and therefore a total of 890 hours of leave. If you save leave in AVOM, then you must make agreements about when you will take the leave in advance. Due to the temporary reduction in the working hours via the use of leave, the size of your appointment will change but your salary will not. You can find the details in Article 4.7 of the AVOM scheme in Annex 3 of the collective labour agreement.

Besides saving for leave, you can agree to take unpaid leave. It is important to discuss this in advance with your line manager so that agreements can be made about the work you perform and, if necessary, the transfer of some of your work to others. In the case of unpaid leave, the size of your appointment does not change and your pension accrual will continue unaltered. You should, however, bear in mind that not only the employee's part, but also the employer's part of the pension premium must be paid. The salary administration can give you an indication as to the size of the premium.

A third possibility is to change your part-time percentage temporarily or for a longer period of time in line with changes in your work or private situation. You should also discuss this with your line manager in advance. A change in the part-time percentage always means that the salary and pension accrued are proportionately adjusted.

### **Special leave for specific reasons**

The collective labour agreement has special leave possibilities for specific circumstances. This concerns paid parental leave and paid leave to care for a sick family member

#### ***Care leave***

A maximum of two weeks paid leave is given to care for a sick family member. Care leave can be extended on an unpaid basis. In the case of a life-threatening illness, care leave is paid for eight weeks, of which four weeks are fully paid and four weeks are paid for 50%. Care leave can be extended on an unpaid basis, if the situation requires this. The details can be found in Article 5.10 of the collective labour agreement.

#### ***Parental leave***

If you are the (step) parent or adoptive parent of a child that is not yet eight years old, then you may take parental leave for a period of six months. In our collective labour agreement it has been arranged that for three of the six months, 55% of your salary and any additional allowances will continue to be paid if your child is younger than four years old. The parental leave can be taken in a single go but it can also be spread over a longer period, for example one day per week. The details can be found in Article 5.12 of the collective labour agreement.

### **Changes to work performed**

You may wish to temporarily fulfil a less burdensome position or it might be appropriate to adjust your position if you make use of a part-time pension. If you make use of a part-time pension, then it may be appropriate for you to change your position. That is possible at NWO. For older employees this can be done with retention of the full pension accrual. That is further arranged in Article 6.6 of the collective labour agreement.

### **Schemes for older employees**

#### **Generation plan**

With effect from 1 July 2018, the Generation Plan Scheme has been included in the collective labour agreement. The scheme offers employees who have less than five years until they reach the pensionable age the possibility to work for one or two days less per week. For the leave days, 50% of the salary is still paid and the pension accrual is continued on the basis of the full salary. One intention

of the Generation Plan Scheme is that any hours it releases are preferably made available for younger employees. The Generation Plan Scheme can be found in Annex 5 of the collective labour agreement.

### **Pension**

The ABP pension scheme offers the possibility to retire from the age of 60 years. That can be a full pension but also a part-time pension for one or several days per week. For example you can use the Generation Plan Scheme in combination with a part-time pension for the days you will work less. Detailed information about pension possibilities can be found at [mijn.ABP.nl](http://mijn.ABP.nl). With “Mijn ABP” you can obtain insight into the size of your pension payment for the various choices that you can make.

Your HRM advisor will be happy to assist you!

With the help of this information we hope that every NWO-I employee can (continue) to do his/her job in a qualified and motivated way and enjoys doing it.

Do you have any questions concerning sustainable deployability? For further information you can always visit [Joost.nwo.nl](http://Joost.nwo.nl) or contact your HRM advisor