



# Neuroscience Personnel Info

Newsletter February 2014

Dear colleague,

Main theme of this information letter is 'holiday hours'. Everyone on the pay role of the department of Neuroscience will receive a 'jaarurenkaart' in his/her mailbox soon. On page 2 you will find an explanation how to use the card. As there was some confusion about hours to be taken into the next year, the Board of Medical Sciences wrote an explanatory letter which you find here below.

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Please note: Some of you keep a project registration with time sheets received from Petra de Bruin from the Theme's office. In that case you are free not to use the 'jaarurenkaart' and send us a copy of the year overview at the end of 2014.

If you have question, let us know.

Loes Nijs / Elise Buitenhuis

31 January 2014

## Letter from Board of Medical Sciences

There was some confusion about holidays and transfer of free days to a following year, which has urged the Board of Biomedical Sciences to restate the rules that apply to the registration of holiday hours at the Erasmus MC. These are explained below.

### 36 working hours

The CAO (collective labour agreement) that applies to us, foresees in a week of 36 working hours for 1 fte (full time equivalent). This equals 7.2 hours per day, if working for 5 days a week. It is allowed to work 8 hours per day, by which one can have 4 hours off per week, or 8 hours (= 1 day) per two weeks. This has to be agreed with your superior, however. In this agreement, the scheme by which you will have half a day off per week or one day off per two weeks, has to be stated. Please note that these free hours cannot be compensated if they coincide with a public holiday or any paid or unpaid leave of absence. Alternatively, it is allowed to take a maximum of 6.5 days off per 3 months.

We are fully aware that many of you are very motivated and hard-working and therefore have (substantially) more working hours than 36 hours per week. Unfortunately however, the hours discussed above (sometimes referred to as roster-free hours) cannot be preserved over the quarter.

If you have a part-time contract, the hours should be calculated pro rata.

### Holidays

Everyone has the right to take 9% of his/her working hours as holidays. A maximum of 80 holiday hours may be transferred to the next year, if there is an adequate registration of holiday hours. If there are more than 80 holiday hours unspent, an agreement has to be made with your superior on if and how to spend these in the beginning of the next year. It is not allowed to have a reservoir of holiday hours over the 80 hours permitted.

If you have any questions, please address your supervisor or head of department. Alternatively, you may ask Rini de Crom for additional information.

Jan Hoeijmakers, Chris de Zeeuw, Rini de Crom

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Check [www.neuro.nl](http://www.neuro.nl) for recent information about labtalks, meetings and events and to see if your personal data in the people's list are (still) correct.

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# Explanation 'Jaarurenkaart'

**persoonlijke gegevens**

naam:

microsectienummer:

**berekening jaaraanstelling**

periode	van	tot	aanstelling	uren
1				0,0
2				0,0
3				0,0
4				0,0
<b>subtotaal a</b>				<b>0,0</b>

**berekening netto jaaruren**

Saldo vorig jaar	
jaaraanstelling	subtotaal a 0,0
vakantierecht	subtotaal b 0,0
feesturen	subtotaal c 0,0
regelingen	subtotaal d 0,0
<b>NETTO UREN</b>	<b>0</b>

  

gewerkt	0,0
ziek	0,0
Bijzonder verlof	0,0
<b>SALDO</b> (positief) nog te werken:	<b>0</b>

3

1

2

One of these days you will receive your 'jaarurenkaart'. This card registers your working hours and as a result of this, tells you how many vacation hours you have this year. A number of data have been filled out for you already. Please check:

1. Is your name, microsectionno. and contract period/hours per week filled out correctly?
2. Is the number of holidays hours left from 2013 correct?
3. Are the actual working hours filled out correctly?

If any of the above mentioned is not correct, contact Elise.

If the card is correct, all you need to do is change the working hours on the appropriate day if you take holidays or hours off.

At the end of the year (or end of your contract) you are expected to hand in your card again. Should your contract end this year, please note that as a principle, holiday hours will not be paid out to you and should be used, unless you made an - exceptional - agreement with your superior prior to leaving.

## New people at Neuroscience

Since January we welcomed a number of people in our department. Thank you for making them feel welcome.

Elisa Redavide	exchange student Pavia
Robbin de Goederen	stage Hoebeek
Lorraine Lauwerends	group Van der Steen
Anne van de Poel	stage Borst
Martina Proietti Onori	group De Zeeuw
Suzanne Louwen	stage Van der Geest
Stijn Bossuyt	student group Elgersma
Gert Beekman	student Frens
Brenda van Wessel	stage Van der Geest

We wish you a very enjoyable time in our department.



## Labday 2014 – Tuesday 10 June 2014

If you have bright ideas and wish to be involved in the planning: contact Chris



### NEW CO-WORKER COMING?

*Supervisors and group leaders note! Register newcomers **at least one month** before they arrive.*

- Ask them: copy of passport and cv
- Take it to Loes/Elise
- Give Personnel time to make necessary arrangements
- Help the newcomer feel expected and welcome!

**Erasmus MC**

Universiteit Medisch Centrum Rotterdam

*Erasmus*

Questions, remarks or missing information in this document:

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