

Leave Policy

Employee Policy - General

CompaNanny feels it is important for its employees to take leave every now and then. This ensures a well-rested body, a fresh outlook, new experiences, clear thoughts, less stress, and more productivity. It is important for CompaNanny to be very thorough in managing its employees' leave, and for employees to be aware of their rights and obligations with regards to leave.

Holidays and days off

Every company employee is entitled to hours of leave (including holidays), continued payment for holidays that are taken up, and holiday pay.

Accrual of leave hours

Legally required and supplementary hours of leave:

The number of legally required and supplementary hours of leave that employees are entitled to is determined by the Dutch collective labour agreement for childcare facilities. The employee starts accruing hours of leave when they commence their employment with CompaNanny, and the rate of accrual depends on the number of hours that the employee works.

'Time for time' hours

On top of the legally required and supplementary hours of leave, CompaNanny employees also accrue extra hours of leave / 'time for time' hours in the following instances:

- Extended childcare shifts (both starting earlier and finishing later than usual)
- If a staff development day is scheduled when the employee would normally have the day off
- If a pedagogical training is scheduled when the employee would normally have the day off.

All accrued holiday hours will be listed on your monthly payslip.

Requesting leave

The hours of leave are generally taken up in contiguous periods of at least 1 week and a maximum of 2 weeks during the summer months. Within each group, scheduling of such holidays and leave days will occur in mutual consultation and spread out over the summer months accordingly so that no more than one fixed Nanny per group is ever on holiday. This allows us to offer stability to the children even during the holiday season. CompaNanny feels it is important for both sides to show responsibility so that the group's staffing (sufficient available employees) is not endangered. Should an employee wish to request leave, they should contact their location manager in writing (an email would also suffice). The location manager will take the matter into consideration and respond within 7 working days.

An employee takes up hours of leave when they want to do so themselves or if the group's staffing requires them to, but also if the employee cannot come in to work because a public transportation strike, urgent doctor's visit, flat tire, etc. Generally speaking, visits to the doctor, dentist, physical therapist and the like should be scheduled outside of an employee's working hours.

Should this not be an option, such visits may be scheduled during working hours in consultation with your GTL, and hours of leave will be deducted accordingly. This rule is not subject to deviation, save for special cases and only in consultation with your location manager.

Holidays should be taken up in the calendar year in which they are accrued as much as possible; a maximum of 5 holidays can be carried over to the next calendar year.

Buying/exchanging holidays/ 'Time for time' days

Employees are allowed to buy their supplementary holidays (so not the legally required ones). You will be given money in exchange for your accrued holidays. Should you take up fewer than the legally required number of holidays, you cannot then buy those remaining legally required holidays in the following calendar year.

Limitation on holidays

Employees must take up their legally required minimum number of holidays within 6 months of the calendar year in which they were accrued. After those 6 months, the holidays in question will expire. The supplementary holidays and 'time for time' hours have an expiration term of 5 years.

Public holidays and other days off

With the exception of 24-hour care, CompaNanny is closed on all of the Netherland's official, publically acknowledged (Christian) holidays. Every employee is entitled to leave with continued payment on the following public holidays, insofar as these do not fall on Saturdays or Sundays.

- New Year's Day
- Easter Monday
- King's Day
- May 5th (once every 5 years)
- Ascension Day
- Whit Monday (Pentecost Monday)
- Christmas Day and Boxing Day (December 26th)

Non-Christian holidays

Employees whom request leave for celebrating any non-Christian holiday or memorial day in a timely fashion (i.e. 3 months in advance) may be granted leave for that day, provided that the business' circumstances allow it. CompaNanny will determine whether the employee's request will be granted after consulting with them.

Mandatory leave days

Should CompaNanny be closed due to renovation work or the like, the staff will be consulted and asked to take leave, or CompaNanny will arrange for the employees to work at a different location that day. CompaNanny will inform the staff of such instances in a timely fashion and attempt to schedule any renovations in the summer season as much as possible.

Leave

All types of leave are laid down in the Dutch Work and Care Act known as WAZO. This law aims to facilitate the combination of work and care, so that working or continuing to work is more appealing to both men and women. This law accounts for maternity leave, parental leave for partners, adoption leave, leave in case of calamity, and both short-term and long-term (filial) care leave.

Special leave

Employees are entitled to special leave. Special leave pertains to such situations as giving notice of marriage, the marriage itself, or leave to deal with a death in the family. The terms for special leave are outlined in the Dutch collective labour agreement for childcare facilities.

Calamity leave

Employees are entitled to calamity leave in unforeseeable situations that require them to take time off immediately. This type of leave is expressly intended only for the initial handling of personal issues. CompaNanny must grant reasonable requests for calamity leave, though CompaNanny is entitled to deduct holidays in return. Employees must give their written consent to any such deduction first. Moreover, this only applies to supplementary accrued holidays, not legally required ones.

As of 1 July 2015, the following circumstances entitle employees to calamity leave:

- Unforeseeable circumstances that require an immediate break from work
- Urgent, unforeseeable doctor's or hospital visits or any visits of this kind that could not reasonably be planned outside of the employee's working hours, or support of any party for whom the employee would be entitled to take short-term filial care leave.
- Necessary care on the first day of illness for any party for whom the employee would be entitled to take short-term filial care leave.

Short-term (filial) care leave

1. Employees are entitled to short-term leave (10 days) to take up the necessary care for any illness of the employee's husband, registered partner, or cohabitating (non-married) partner, children, children of the employee's husband, registered partner, or cohabitating (non-married partner), a foster child whom is listed in the government's registry as living at the same address as the employee and whom the employee cares for as a foster parent under the Dutch youth act, a first or second-degree blood relative, anyone who is part of the employee's household (without being involved in an employment relationship with that household), or someone with whom the employee is otherwise involved in a social relationship insofar as the care to be given derives directly from that relationship and should reasonably be performed by the employee.
2. The leave may amount to a maximum of twice the employee's weekly working hours. In short, an employee who usually works 5 days a week is entitled to a maximum of 10 days care leave each year. This yearlong period starts on the first day of the care leave. The annual leave may be taken up in multiple instalments.
3. Employees are only entitled to short-term care leave if the care is necessary and if no one else is able to provide that care.
4. During care leave, employees will receive at least 70% continued payment.
5. Employees must report their taking up and requesting of short-term care leave to their employer as soon as possible.

6. The employer is only entitled to refuse or terminate employees' leave in case of sufficiently momentous company interests.
7. Employees must demonstrate that home care is necessary, should the employer ask them to.

Long-term (filial) care leave

Employees are entitled to long-term care leave as outlined in the collective labour agreement.

Unpaid leave

Unpaid leave is a period of leave during which CompaNanny does not continue your pay. For example, employees might wish to take a day off work and not have sufficient accrued holidays to do so. They could then request unpaid leave in consultation with their location manager. Because this type of leave is not covered by any arrangement within Dutch law, you must discuss it with your location manager and come to an agreement that way. Any agreements about unpaid leave will be recorded in writing so that no misunderstandings can arise. No holidays are accrued on unpaid leave days.