

Welcome!

Introduction
Department of Epidemiology

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Welcome!

On behalf of Prof Albert Hofman, welcome to the Department of Epidemiology! We are pleased to have you join us.

You are about to start so in this brochure please find:

- » information to find your way in the department
- » protocols for your research activities
- » working agreements
- » plus general office procedures



Looking forward to meeting you soon!

With kind regards,

Prof Albert Hofman



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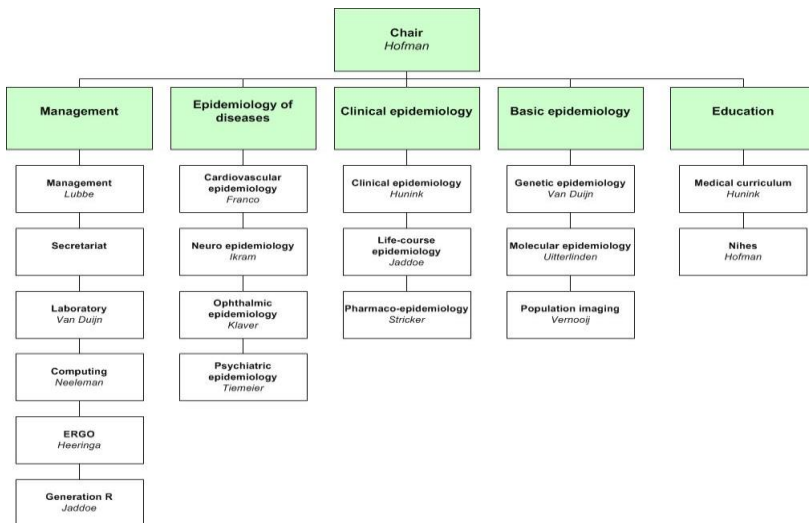
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1. Core values Epidemiology

At the department of Epidemiology we work according to the Erasmus MC core values: Responsible – Uniting – Enterprising

2. Organogram Epidemiology



3. About the department of Epidemiology

For more information more about the department please visit the [website](#).

I. *Getting started*

In this chapter, several subjects related to pre-starting and the beginning of the appointment.

1. Visa application

For NIHES students, the DCO will arrange visa application. For all other students, the HR department will arrange the application plus a working permit.

Students/visitors that applied for a *short stay visa*, are allowed to perform work as a researcher for up to 3 months. If involved for more than 3 months to the Netherlands, the visa process must be restarted by the Erasmus MC (EMC). For those planning to work at the department for a longer period of time, all visa applications have to be done by the HR department, contact person mrs S.J. Degenaar s.degenaar@erasmusmc.nl



2. Access

To enter the building you need an access card:

Dutch resident or did you supply a Dutch address?

- » the Human Resources department will send all necessary employment papers to your address
- » please use the form or your written employment papers to have the access card made on you first day at the Service desk (see below for route instructions)
- » the Service/Helpdesk is open from Monday-Friday from 9.30-12.00h and from 14.00 – 15.30h
- » please note that the card comes with a deposit fee (+/- € 50,- for all new Erasmus visitors/students/employees.
- » please visit the secretary department in NA 2818 or 2918 to install access to all floors in the department of Health sciences (floors 18th - 29th) on your access card.

Route to the Service desk

- » follow the sign “Ziekenhuis” entrance 2
- » follow the sign gebouw A-H midden-noord-zuid. SV-V-Z

- » you will enter the Hospital.
- » pass the reception desk and Starbucks and follow sign “gebouwen A-Sv-V- Z”;
- » you will walk through a corridor and pass another personnel restaurant (Dijkers) on your left hand side;
- » you have arrived at location V-100 / Service desk.

No documents yet?

If you have not received the necessary information, please pick them up at The HR help desk, room NA 2413. The HR desk is open on Monday till Friday between 09:00 and 12:00 or by appointment. The HR department will contact you if the documents are ready to be picked up.

3. First day at the office

FAQs:	
Who to meet on your first day?	On your first day you meet your PI, the supervisor and the secretary supporting the group.
Data from the Rotterdam Study?	If you will be working with data from the Rotterdam Study, visit the IT department in NA 2924 to meet Frank van Rooij, data manager Rotterdam Study, Jolande Verkroost, research support Rotterdam Study and Nano Suwarno ICT support Epidemiology.
Who is my contact person?	You will be connected to a buddy, a team member that will help you find your way at the department, the EMC and so on.
Do I need to bring my own laptop?	No need to. Data should be used on EMC computers as much as possible. If no computer is available, keep data safe and confident, according to the confidentiality agreement you have to sign.
What are the working hours?	Most members work office hours: (between 9 am and 6 pm).
Where to register?	On your first day, please register at the secretary department of the group you will be working in: NA 2918 or NA 2818

4. Workspace

For *master students and visiting researchers*, we provide a desk in the so called flex room on the 27th and 28th floor. These rooms have shared work spaces for all master students. The policy for the shared space is: first come first serve. We expect you to be at the office as much as possible. For *PhD students*: your room number will be provided on your first day.

5. Printers / Multifunctionals

Printouts and scans can be made by using your access card on one of the multifunctional in the pantry on each floor. Instructions for the installation can be found while logging in for the first time or in the *service* portal on Intranet.

6. ErasmusMC account

With the employment papers, you will also be provided with your login code and password for access to the Erasmus MC intranet plus your e-mail account. The department of Epidemiology will provide the following:

- » access to a shared (V) drive with group information
- » data from the Rotterdam study/*ERGO data wiki* after signing the enclosed confidentiality agreement. Please fill out and hand over to Jolande Verkroost, room Na 2924.
- » data from Generation R if needed. Fill out the enclosed confidentiality agreement, sign and hand it over to data management GenR, room Na 2926.

7. Who's Who guide

After you have obtained the access card, your picture is added to your profile in the Who's Who guide. . Manage your personal data in the [manual](#) and make sure to add the room number and phone number where you can be reached.

8. Software

Standard software provided by the department:

- » SPSS
- » MS office
- » Endnote (free [course](#) available)

- » Stata is not part of the package but can be arranged via the Service Organization if your supervisor approves for the extra costs. To apply ask your supervisor for approval first and send an email to a.boijmans@erasmusmc.nl including your:

- o Name
- o Micro section number
- o Budget holder: Koos Lubbe
- o Budget number for your group



9. Website & poster Epidemiology

The Department of Epidemiology has a website, <http://www.epib.nl/>, on which you can find all necessary information. For practical information, please read the manual.

Staying at the department a year or longer? Your picture will be on the department facebook [poster](#). We would also like to have a profile of all members on the [website](#) so please supply the following information by e-mail to Eric Neeleman (manager IT) h.neeleman@erasmusmc.nl:

- » Name
- » e-mail address
- » phone number (if available)
- » function name
- » visit Nano Suwarno in room NA 2924 to have your picture taken

10. Meetings

Regular department meetings are planned on:

Epidemiology seminar	Every Monday	13:00 - 14:00	Na 2802
2020 presentations	Every Friday	13:00 - 14:00	Na 2802

Please check your buddy for frequent team meetings for your group.

4. Presenting work in team meeting

You will all be expected to present your work at some point. Please check your buddy for instructions.

II. How to?

1. Office supplies

Room Na 2916 and Na 2816 are facility rooms. Please help yourself when you are looking for office supplies or mail to drop off or to pick up.

2. Mail

Mail will be delivered and picked up around 10 am every working day in NA 2918.

- » Internal mail: use the small box at the box in the cupboard in NA 2918
- » External mail: use the big box in the cupboard in NA 2918

3. How to book a meeting room

Contact *the secretary department* secretariat.epi@erasmusmc.nl if you need a reservation for meeting rooms on the 27th, 28th and 29th floor. Rooms are available for:

- » 16 or more Na 2702
- » 12 persons Na 2801
- » 16 or more Na 2902
- » 50 persons Na 2802

4. How to send a fax message

Fax messages are sent by email instead of by a fax device. Visit the Intranet for the [procedure](#). (only in Dutch)

5. Changes in your personal situation and the HR administration

For a new address or any other change in your personal situation that needs to be changed, go to:

- » the Intranet

- » popular pages
- » find the right web form for your situation
- » fill out the form and for approval and signature contact your PI or your supervisor if PI is not available
- » send it to the theme director, Koos Lubbe, Na 2417

Your request will be send for central processing to the salary department.
Turnaround is approximately 4 weeks.

6. Appraisal

All employed members meet for an appraisal each year with your PI and direct supervisor. This annual interview is to reflect on work, desires, development and use of your Personal Budget.

The assessment of an employee will be planned on a pre-agreed period. The invitation will be sent at least 2 weeks before the meeting.

The content:

- » quality and quantity of tasks,
- » knowledge and skill levels
- » established competences in accordance with the competency set

Around 6 months after starting the appraisal (jaargesprek) will be planned. the secretary department will contact you (in due time) to set up a date & time. Accompanying forms will be send with the invitation you will receive 6 months after your start at the department. Should there be anything relevant to this yearly meeting that you would like to discuss without your direct supervisor present, please let your supervisor know 14 days beforehand to plan a separate meeting. Please scan the signed form and send it to Ingrid to archive a copy and keep the original yourself. (Does not apply to master students).

7. Declarations

Find the right form for your situation on the [Intranet](#).
If you are paid by a project (=most declarations) choose:

- » Project number for your group (ask your supervisor)
- » Oprolkosten 10191
- » Taaknummer 1

If your declaration should be paid from the general budget (few to none), choose the budget number for your group.

After filling out the form:

- » Include all original receipts plus a copy of all receipts. If you declared travel costs and travelled by plain, add your boarding as well.
- » All declaration forms have to be signed by your PI and Koos Lubbe, the budget holder.
- » Bring the signed complete form to room Na 2417 and drop it in the mailbox in the cupboard for Koos Lubbe.
- » Your request will be send for central processing to PSA. Turnaround to be expected can be up to 3 months.

NETHERLANDS
INSTITUTE
FOR HEALTH
SCIENCES

ERASMUS MC
ERASMUS UNIVERSITY
MEDICAL CENTER
ROTTERDAM

8. Nihes fellowship

FAQ:

- » Stipends will be paid in the first week of every month
- » Your contact person in case of questions about the payments is Lenie Kroon – Pelsler, h.kroon-pelsler@erasmusmc.nl is

5. Advanced payment.

If you are about to travel, it is possible to ask for an [advanced](#) payment. The deposit will be deducted from the travel claim that you have to submit within 3 months after your trip.

6. Procedure refund travel costs

Domestic

- » When travelling within the Netherlands, please keep all receipts; fill out the refund form (declaratieformulier binnenlandse dienstreis/business trip declaration domestic) to be found on the Intranet.
- » The procedure: Make a print out, fill out the form, make extra copies of all attachments (for yourself and to be send with the original), ask PI for a signature, send it in with the receipts to Koos Lubbe, Na 2417.

International

- » Hotel costs will be refunded as spent if the hotel is “okayed” beforehand by PI

- » Conference fees, visa fees etc will be refunded.
- » For other costs (meals, local transportation etc), we will use the “daily fee” from the Ministry of Foreign Affairs as a maximum. The list can be found on the team data storage.
- » The amount of money you spend may differ, depending on things like location of the hotel compared to conference site, meals being included in conference fee or not, breakfast being included in hotel price etc, so you may not always spend the full amount on the list.
- » After your trip, make a realistic overview/estimate of what you have spent per day and ask for a refund of that amount, using the amount stated in the list as a maximum. So e.g. if the daily fee on the list is 90 Euros, but you estimate to have spent 50 per day, then ask for 50 per day to be refunded.
- » Even though you don't have to send in your “smaller” receipts for meals etc, please keep them for your own files, just in case questions arise at a later stage.
- » You will only have to send in receipts for the larger amounts you have spent. This also means that we will not routinely check every penny you spend. Please be modest in spending department money during the trip. Of course, all normal expenses should be covered, but we trust that you will spend department money responsibly.

7. Insurance for employees

All persons travelling on behalf of the department, are insured by group insurance. Company details:

- » AIG
- » +31-(0)10 4535 656
- » policy number 60.11.4648

When contacting AIQ please provide the following:

- » your name
- » your location
- » your condition and query
- » your policy number
- » a telephone number where you can be reached

8. Remote access to Erasmus MC data

If you need access to the Erasmus MC after leaving the department, you can apply for a user account or Erasmus MC hospitality contract. Send your request to secretariat.epi@erasmusmc.nl to arrange it.

For whom?

- » Fellows abroad
- » PhD students that leave the department and need to finish work
- » will be for the Intranet and use @erasmusmc.nl email address from abroad for:

Data availability

- » access to the Intranet
- » Erasmus MC email account
- » The data wiki and V drive are **not** accessible from outside the Erasmus MC

If you need access to your data after leaving, you need permission from your supervisor.

Conditions the Rotterdam Study

Conditions for the Rotterdam Study are described in in the attached pdf Conditions Remote Access Rotterdam Study-data, Version 1.2 by Eric Neeleman, Frank van Rooij

Password reset

If you forgot your password, your PI has to ask for a password reset. Please email the phone number and time you can be reached for an ICT colleague to call you.

9. Extending your stay?

a. USRACC-mutatie

One month before your agreement ends, your Erasmus MC account expires as well. You will receive an automatic email from the ICT department called *USRACC-mutatie*.

If your supervisor and PI agreed to extend the agreement please make sure that all necessary administrative steps have been made to do so by

contacting i.verhage@erasmusmc.nl. The process at the Personnel and Payroll (PSA) department can take up to 4 weeks.

b. Account is disabled?

Make sure to return a signed copy of your agreement to the Human Resources department after renewing. If not, procedure is that all accounts are disabled.

10. End of your visit

FAQ's:	
Leaving	It's a tradition to let members know you will be leaving by sending an email to the group and saying goodbye in person during a coffee break
Access card	don't forget to hand in your card at V100 before you leave and have the deposit refunded
Data storage	data will be stored at the X drive. If you have special requests, please inform Nano Suwarno. n.suwarno@erasmusmc.nl

III. *Research*

1. Starting your analyses

Before going to work with analysis with data from other groups and collaborations for both Rotterdam Study and Generation R, your supervisor should first contact the respective PI for permission to use the data.

2. Agreements scientific participation in the Rotterdam study

Visit the [DataWiki](#) for all information about the Rotterdam Study. Access will be provided after signing the attached confidentiality agreement and delivering



to Jolande Verkroost in NA 2924. Permission to access the data wiki will be given to all PhD students. For master students or visiting researchers, access will be given after approval from the data managers.

3. Original data analysis

All master students and or new PhD students, who run their first analyses for a paper, should have their syntax checked by the supervisor plus a more experienced PhD student. This extra check is a learning experience for both and is also meant as an extra audit for both the new as the experienced student.

- » Rotterdam Study: arrange access via, Frank van Rooij,
f.vanrooij@erasmusmc.nl

4. Instructions for authors

All information about the The Rotterdam Study in GWAS collaborations; reference, affiliations, and acknowledgements, can be found on the [DataWiki](#).

5. Basic guidelines to write a manuscript

Group information Generation R version 1, February 24th 2014

a. Manuscript check list:

(Underlined items represent headings that should be used literally in the manuscript)

General

Font: Times New Roman 12 points

Line spacing double (2)

Page numbers in footer, center

Align text left

Style can vary between journals and for different types of papers (e.g. full paper, letter), so check the homepage of your target journal for specific instructions. Guidelines mentioned here are general suggestions.

Title page (1 page)

Title of the manuscript; check capital use in the author's guidelines of the proposed journal for submission

Running title (max. 50 characters)

Authors names with degrees (e.g. MD, MSc, PhD)

Author affiliations

Corresponding author; supervising author with email address and postal address

Abstract word count

Word count

Number of tables

Number of figures

[Proposed journal for submission (for internal use only)]

Abstract (Introduction/Background, Methods, Results, Discussion, max. 250 words)

Keywords

Abbreviations

Introduction (max. 1.5 pages)

Background, Literature

Gaps in knowledge

Objective study (separate paragraph)

Methods (max. 4-5 pages) (copy-paste if similar as previous manuscript)

Paragraphs: Design and study population; Exposures; Outcomes;

Covariates; Statistical analysis

Describe methods in same order as in study objectives

- Results** (max. 2 pages) (follow Tables and Figures)
No interpretation in results, factual description of what is observed and presented in tables and figures
Short description of the findings (do not merely refer to tables)
Strictly follow order of presented Tables and Figures, and present the findings in the order that they were raised in study objectives
- Discussion** (max. 3-4 pages)
Short repetition of the major findings
Summary of earlier published work on this topic
Discussion of discrepancies between earlier work and present study findings
Strengths & weaknesses
Clinical relevance
End with conclusion ('In conclusion...' or 'To conclude ...')
- Acknowledgements** (include grant numbers if applicable)
- References**
According to journal style
Check whether a certain reference really contains the statement you are making. General statements in Introduction for example, should have references that are overall results, e.g. reviews.
More detailed statements could have more detailed references.
Always use most original references, not references of papers that cited the original study
- Tables**
Always use full name in the title of a table, or check the author's guidelines of the proposed journal for submission
Use only horizontal lines in Tables, no vertical lines (as required by journal)
Add footnote
Explain all abbreviations
- Figures**
Always use full name in the title of a figure; or check the author's guidelines of the proposed journal for submission
Add legend
Explain all abbreviations
- Supplementary Material** (Text, Tables or Figures)
Always use full name in the titles of tables of figures
Add a new title page with only title and authors and Supplementary material heading before presenting the text, tables or figures in this section.

b. Writing style:

- Active writing style (use 'We performed ...' etc)
- Be consistent in use of repeating terms. Use same words for the same concepts

- Use short and concise sentences
- Use abbreviations only for words that are used frequently and which are common; first time mentioned in text add abbreviations between brackets, and use the abbreviations onwards
- Avoid text between brackets since this is uncommon
- No names in manuscript (e.g. Hanley), only references.
- Clear structure/ same order of objectives/aims in:
 - Last paragraph of introduction
 - Methods
 - Results
- Each paragraph should discuss different points/topics
 - What are you going to say
 - Say it
 - Why did you say it
- Verify correct use of words
- Mention the most common/obvious/simple approach first
- General statements in present tense
- Always use a spelling check before sending the manuscript to co-authors

c. How to start writing a manuscript:

- In Word, first write the title page and on the following separate page the ABSTRACT, and then all sections with the following headings in one text session (Introduction (no separate heading!), METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES). TABLES, FIGURES should be on the following separate page again.
- Add page numbers
- Per section (including Introduction) write down the points that you want to discuss per paragraph in each section

For your first manuscripts, please discuss each section with your supervisor

6. Submission

a. Mailing list submission final draft Rotterdam study

- » Before submission of the manuscript, the final paper will be sent to all co-authors except Prof. Hofman for review and approval of the manuscript (a time-span of 2 weeks is generally used for this response).
- » After receiving the approval from the co-authors, the paper will be sent to Prof. Hofman.

- » Once he has approved the manuscript, the paper can be submitted to a scientific journal.
- » Please note, for Generation R research papers, all members of the management team also need to be informed about the final paper in addition to the co-authors.

7. Rotterdam Study Procedures for storage of published materials

For every published research article, you will be asked to send copies of the crude and final data files to Frank van Rooij. Data will be stored in a central repository at the department of Epidemiology of Erasmus MC. This is part of our standard quality assurance procedures. Analysis files typically comprise:

- » original data files used in constructing the ultimate data analysis file
- » the ultimate data analysis file. This is typically a single data file on which the statistical analyses are based. This file also indicates the denominator of the project.
- » scripts/syntax files used in creating the ultimate data analysis file
- » scripts/syntax files used in the statistical analysis
- » output files
- » other files that may contribute to a clear understanding of the consecutive steps you have taken during the analysis stage.
- » For meta-analyses, we are interested in the Rotterdam Study part of the data set (if participating in the meta-analysis), and also in the meta-analysis scripts and output (if leading the meta-analysis).
- » For GWAS projects we are interested in the Rotterdam Study phenotype files, and in the location of the Rotterdam Study genetic data files on the central data servers.

8. General tasks data collection

All PhD students participate in the general data collection tasks of the Study of which they use data. The details of these tasks differ and will be discussed with your PI after you start working.

9. Course on research integrity

A course for **PhD students** at Erasmus MC we strongly encourage you to take part in. During this course, a number of topics is covered, including proper referencing/plagiarism, research fraud, authorship, data confidentiality etc. In general, but especially given recent cases of issues with research integrity in different institutions, this course is extremely important. Also it is useful to hear the experiences of other PhD students and to maybe get feedback about your own experiences and ideas

- » The course is given on 3 evenings from 5.30 to 8.30 pm, sandwiches are included.
- » Around 2 hours of preparation beforehand are required, as well as writing a brief essay afterwards on applying the things you learned in your own situation.
- » After completion, you will get 2 ECTS (for your PhD portfolio) and a certificate
- » If you register, but cancel very late, fail to attend or don't write the essay, there will be a charge of 200 Euros per person to the group.
- » There are usually two courses per year, one in Dutch and one in English
- » The hours that you spend in the course can be counted as working hours.

For further information about this course, check the website of the Desiderius School (via the intranet) or contact the course coordinator Suzanne van de Vathorst at s.vandevathorst@erasmusmc.nl



10. Courses and conferences

Participation in courses and conferences is generally encouraged if they contribute to your professional development. If you would like to go to a specific course or conference, please discuss with your direct supervisor and PI and only book/register after their approval.



11. Defending your PhD thesis

Click [here](#) for the EUR website pages intended to familiarize PhD candidates with everything they need to know about defending their PhD thesis at Erasmus University Rotterdam. Information about

- » the admission requirements
- » the PhD defence procedure
- » the thesis
- » preparations for the defence ceremony and the day of the PhD defence

The link : http://www.eur.nl/abd/bureau_van_de_pedel/promotie

a. Brochure 'Starting your PhD at Erasmus MC'

For PhD candidates the brochure 'Starting your PhD at Erasmus MC' is available online. This information guide is an initiative of PhD association Promeras and the Erasmus MC PhD committee and provides all PhD students with the information they need to pave the way for a successful PhD period at Erasmus MC. The brochure can be easily adjusted and updated in case of changes or new information. So please make sure to always read the last version of the brochure via the links mentioned below.

The brochure is available directly [here](#) or via:

- » <http://www.promeras.nl/>

- » <http://intranet.erasmusmc.nl/onderzoeksbeleid/carriere/phdprogram/>
- » In case you have any questions or suggestions, please inform us via promeras@erasmusmc.nl or research@erasmusmc.nl

b. Financial contribution theses

The contribution from the Department of Epidemiology is a maximum of € 1,000 for printing costs of theses. This amount depends on whether this is a 100% EPI promotion or pro rata in case of a shared promotion with one or more other department(s).

Application must contain a declaration form "Declaration form miscellaneous expenses, staff employed" enclosing a quotation from the printer, the page of the thesis with the defense, the back side of this page with the supervisors. After being signed by the declarant and PI, send the form with attachments to budget holder Koos Lubbe.

c. Practical Epidemiology arrangements

Bert Hofman's secretary, Gabrielle Bakker, will arrange the following:

- » logistics to have a picture made of the candidate
- » place a scan of the thesis, the title, the name of the candidate, the (co) promoters and the date of the promotion on the website of Epidemiology. (For login etc. see chapter website handbook secretariat)
- » the photo, a scan of the cover of the thesis, with separate a text in the mail yet the title of the thesis. The initials and surname of the candidate and the date of the promotion (in English!)

PhD students have to arrange address labels and shipment of their dissertations themselves. The dissertations are sent out to all employees of the department, the department heads Erasmus MC and persons to be determined by the candidate himself.

Each candidate must hand in at least six theses at the secretariat.

- » Minimum 5 theses are kept in the lockers at the secretariat where all the dissertations of PhD students of the department are stored.

- » In addition, next door to the Secretariat put a sticker 'Please do not take this copy. "One copy of the thesis in the magazine rack in the hallway, These stickers can be found in a folder in the cabinet at the secretariat.

12. Proof of employment and letter of recommendation

If you need a letter to confirm that you are a member of the department of Epidemiology, or a letter of recommendation, please contact secretariat.epi@erasmusmc.nl to set up the letter and have your PI sign the letter.



IV. *Working agreements*

1. **Absence**

If there are any circumstances that might keep you from coming to work for half a day or more, please email your direct supervisor.

2. **Sickness**

In case of sickness, e-mail your direct supervisor and the secretary department by ziekmelding.epi@erasmusmc.nl (Does not apply to master students.)

3. **Working hours and working from home**

- » Your physical presence is fundamental to be able to generate the high quality, creative and multidisciplinary scientific endeavours that we want to be recognized for, and the success of our centre depends on the contribution of every single member.
- » Given this, working at home on a structural basis is not encouraged. If necessary, working at home is allowed after discussing this with your direct supervisor and PI. It is preferred that you do not work at home for more than one day per week.

- » (Does not apply to master students.)

4. Leave Request Procedure

Approval beforehand

Any type of leave requires the supervisor's approval beforehand.

Fulltime appointment

All hours mentioned below refer to a fulltime appointment. According to a fulltime appointment of 36 working hours per week, 7,2 hours a day (5 days) will be registered. Parttimers are calculated pro rata.

Registering workdays and workhours

- » On the V drive you'll find the annual timesheet 2013, the number of work days and work hours will be registered. On the left bottom of the timesheet, you can fill in the schedule assistant, in accordance with your work pattern.
- » Note: do not fill in the actual worked hours, but fill in the work pattern per day/week.
- » The "Agreement working hours 2013" will be signed by employee and supervisor, as a basis for the attendance record.

Requesting a leave

- » Requests for leave will be made known to your supervisor. Send a request for leave by email to your supervisor. Your supervisor will reply by mail (granted or not granted), including a cc to the secretariat.
- » Obviously, employees who need to replace each other cannot take leave at the same time, unless granted by the supervisor.

Compensation hours within 3 months

Compensation hours need to be used up within 3 months.

Up to 80 holiday hours

A maximum of 80 holiday hours can be transferred to the next year (for fulltime appointment). A surplus will not be financially compensated. In consultation with your supervisor the surplus will be used up within the same year.

At least two consecutive weeks

Employees are obligated to take a leave/holiday for at least 2 consecutive weeks per year.

Public Holidays

New Year's Day, Easter Monday, The King's Birthday, Ascension Day,
Pentecost Monday, Christmas Day and Boxing Day.

*From: Leave Request Procedure 2013, Natalia Loekabino and Koos Lubbe,
v.1.1. 2013*

