

08

Work & rights · practical guides

All eight routes, document checklists and space for notes in one printable handbook in this language.

01 My employer wants to dismiss me

02 I have received a settlement agreement

03 My wages are unpaid or late

04 I am ill and need to return to work

05 My fixed-term contract is ending

06 There is a workplace conflict or unwanted behaviour

07 I am offered a new employment contract

08 I want to leave my job

General information. Not a substitute for personal legal advice. This information is an editorial draft based on official sources. No independent final legal review has been recorded.

Sources current as of: October 18, 2026

Keep completed copies safely and avoid sharing unnecessary medical or personal information. This workbook does not monitor statutory or court deadlines. Obtain an assessment of agreements and any procedure needed for your situation.

My employer wants to dismiss me

A meeting, a formal dismissal application and summary dismissal call for different responses. First identify the procedure and the dates. Then check the reasons your employer gives and the help you need.

Summary dismissal, or a letter from UWV or the court? Have the response and court deadlines checked immediately. Sending an objection letter alone is not enough.

Your route in three steps

1 Identify the dismissal route

Keep the invitation, letter and attachments. Ask which reason is being given, whether formal proceedings have started and whether you are still expected at work. Distinguish an offer to end employment by agreement from unilateral termination. Record the date of receipt and the response requested.

- ☐ Dismissal route and date of receipt recorded
- ☐ Letter and attachments kept safely

Read more about this issue: [Dismissal: your rights, the procedure and practical first steps](#) · [Summary dismissal: deadlines, your response and income](#)

2 Examine the grounds and evidence

A reorganisation raises different questions from criticism of your performance. Arrange events chronologically, including your earlier responses and proposed solutions. Request missing documents and identify the facts you dispute. Do not promise to leave before your position has been assessed.

- ☐ Timeline prepared with my own responses
- ☐ Questions about evidence and reassignment prepared

Read more about this issue: [Restructuring and dismissal: selection, redeployment and your response](#) · [Dismissal for poor performance: improvement process and response](#)

3 Prepare for the possible outcome

Have the procedure, notice period, possible compensation and income consequences assessed together. Calculating a transition payment is not a complete assessment of dismissal. Also plan how to keep documents, payslips and contact details if access to the work portal ends.

- ☐ Adviser and next action date chosen
- ☐ Income and final pay checked separately

Read more about this issue: [Transition payment: entitlement, calculation and payment in 2026](#) · [WW after dismissal: conditions, application and employer arrangements](#)

My workbook

Use the printed boxes to mark your preparation and write questions and agreements in the space provided. The links lead to detailed articles and online workbooks. This PDF does not have digitally fillable fields.

Gather these documents

- | | |
|---|--|
| ☐ Employment contract and collective agreement | ☐ Appraisals and improvement arrangements |
| ☐ Dismissal letter or application with attachments | ☐ Recent payslips |
| ☐ Warnings and records of meetings | ☐ My timeline with dates of receipt |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

Two letters, two separate routes

You first receive a proposal to end employment by agreement, followed by a letter about a formal dismissal application. Treat them separately: negotiating over the proposal does not replace responding in the proceedings.

Questions about this route

Must I sign during a dismissal meeting?

First establish what you are being asked to sign. Acknowledging receipt and consenting to termination can have very different consequences. Ask for a copy and time to obtain an assessment.

Can I simply stop working?

Remain available under the applicable arrangements, unless a different course has been agreed or assessed. If released from work, obtain written confirmation of what this means for pay and availability.

Where should I start if time is short?

Take the complete letter, attachments and dates of receipt to a legal adviser. Ask explicitly which deadline expires first and who will act before it does.

Sources and editorial notes

This preparation guide is our own editorial work. The primary sources below support the linked in-depth articles. Check the stated source date and obtain an assessment of any agreement or procedure for your own situation.

Sources current as of: October 18, 2026

The source publications are in Dutch. All language editions cover Dutch law.

1. **UWV**
UWV: fixed-term expiry and termination arrangements
<https://www.uwv.nl/nl/ontslag/werknemer-ontslaan>
2. **UWV**
UWV: responding after a dismissal application
<https://www.uwv.nl/nl/ontslag/na-ontslagaanvraag>
3. **Rechtspraak**
Rechtspraak: transition payment application deadline
<https://www.rechtspraak.nl/onderwerpen/ontslag/verzoekschriftprocedure-werknemer>
4. **Rijksoverheid**
Rijksoverheid: permitted grounds for dismissal
<https://www.rijksoverheid.nl/themas/werk/ontslag/betere-ontslagbescherming-payrollmedewerkers/vraag-en-antwoord/ontslag/wanneer-mag-ik-worden-ontslagen>
5. **Rijksoverheid**
Rijksoverheid: summary dismissal
<https://www.rijksoverheid.nl/themas/werk/werkloos-worden/vraag-en-antwoord/ontslag/wat-is-ontslag-op-staande-voet>
6. **UWV**
UWV: dismissal reasons and notional notice periods
<https://www.uwv.nl/nl/ww/ww-na-ontslag>
7. **Overheid.nl**
Government: summary dismissal information sheet
<https://open.overheid.nl/documenten/ronl-1fd039cd-c25e-4d10-bb1f-51d577416123/file>
8. **UWV**
UWV: dismissal for business reasons
<https://www.uwv.nl/nl/ontslag/ontslag-bedrijfseconomische-redenen>
9. **Rijksoverheid**
Dutch government: reflection principle for redundancy selection
<https://www.rijksoverheid.nl/themas/werk/ontslag/afspiegelingsbeginsel>
10. **Sociaal-Economische Raad (SER)**
SER: restructuring and employee representation
<https://www.ser.nl/nl/thema/medezeggenschap/belangrijke-themas/reorganisatie>
11. **Rijksoverheid**
Rijksoverheid: employer dismissal procedure
<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/ontslag/personeel-ontslaan>
12. **Rijksoverheid**
Rijksoverheid: transition payment entitlement and exceptions
<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/ontslag/heb-ik-recht-op-een-vergoeding-als-ik-word-ontslagen>
13. **Rijksoverheid**
Rijksoverheid: amount and calculation
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14. **Rijksoverheid**
Rijksoverheid: successive contracts and maximum
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15. **UWV**
UWV: conditions for WW
<https://www.uwv.nl/nl/ww/wanneer-recht-op-ww>
16. **UWV**
UWV: applying for WW
<https://www.uwv.nl/nl/ww/ww-aanvragen>

I have received a settlement agreement

A proposal to leave involves more than the amount of compensation. This guide helps you examine the wording, end date and position after departure together before deciding whether to negotiate or sign.

Are you ill, temporarily unable to work, or have you already agreed? Tell your adviser immediately. The consequences for wages and benefits can be substantial.

Your route in three steps

1 Keep the proposal and allow time

Keep every version and the covering email. If needed, acknowledge receipt only, without agreeing to the terms or end date. Ask how much time you have for review and who will cover the cost. Record any earlier promises as well.

- ☐ Versions and offer date recorded
- ☐ Receipt distinguished from agreement

Read more about this issue: [Checking a settlement agreement: payment, WW and conditions](#) · [Dismissal during illness: protection, exceptions and income](#)

2 Read the arrangements together

Check who initiated termination, the reason, notice period, wages until the end and any release from work. Also examine holiday, bonuses, pension, restrictive covenants, references and the final waiver of claims. List questions against each clause; favourable compensation can hide less favourable terms elsewhere.

- ☐ Questions recorded for each clause
- ☐ Illness, WW and restrictions after leaving discussed

Read more about this issue: [Calculating notice periods: employee, employer and end date](#) · [WW after dismissal: conditions, application and employer arrangements](#) · [Non-compete and relationship clauses: changing jobs without surprises](#)

3 Decide carefully and record follow-up dates

Have the final version reviewed before agreeing. Keep a complete signed copy and the relevant dates. If you regret an agreement already concluded, have the statutory cooling-off period and correct written cancellation checked immediately. A calculator cannot determine validity.

- ☐ Final version and overall settlement checked
- ☐ Cooling-off and payment dates recorded

Read more about this issue: [Termination by mutual agreement: from proposal to departure](#) · [Transition payment: entitlement, calculation and payment in 2026](#)

My workbook

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Gather these documents

- | | |
|---|--|
| ☐ Every version of the VSO | ☐ Payslips and bonus scheme |
| ☐ Covering emails and offer deadline | ☐ Holiday balance and agreed costs |
| ☐ Contract, collective agreement and additional arrangements | ☐ Overview of sickness or reintegration without medical details |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

Higher compensation, later benefit entitlement

You negotiate a higher amount, but the proposed end date remains too early. Discuss any period without wages or benefits separately; the total compensation figure alone does not give a complete picture of your income.

Questions about this route

Is a transition payment automatically due under a VSO?

With termination by mutual agreement, compensation is set out in that agreement. The statutory transition payment can be a reference for negotiation, but it is not automatically the same entitlement as in unilateral dismissal.

Can I change my mind after signing?

There is generally a statutory cooling-off period, subject to conditions and exceptions. Have its start, duration and the required written cancellation checked immediately; do not wait if uncertain.

Is wording intended to protect WW enough?

No. UWV assesses the actual circumstances and all eligibility conditions. Illness, culpability and the relevant notice period can matter, among other factors.

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1. **UWV**
UWV: fixed-term expiry and termination arrangements
<https://www.uwv.nl/nl/ontslag/werknemer-ontslaan>
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Rechtspraak: transition payment application deadline
<https://www.rechtspraak.nl/onderwerpen/ontslag/verzoekschriftprocedure-werknemer>
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Dutch government: dismissal rules and mutual agreement
<https://www.rijksoverheid.nl/themas/werk/ontslag/nieuwe-regels-ontslagrecht>
6. **Ondernemersplein · Overheid.nl**
Ondernemersplein: dismissal procedures and prohibitions
<https://ondernemersplein.overheid.nl/wetten-en-regels/ontslagprocedures-en-opzegverboden/>
7. **Rijksoverheid**
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<https://www.rijksoverheid.nl/themas/werk/werkloos-worden/vraag-en-antwoord/ontslag/ontslag-nemen-opzegtermijn-werknemer>
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<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/arbeidsovereenkomst-en-cao/wat-is-een-concurrentiebeding>
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<https://www.rechtspraak.nl/onderwerpen/concurrentiebeding/spoedprocedure-concurrentiebeding-werkgever>
14. **Rechtspraak**
Rechtspraak: full proceedings
<https://www.rechtspraak.nl/onderwerpen/concurrentiebeding/uitgebreide-procedure-concurrentiebeding-werkgever>
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UWV: applying for WW
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19. **Rijksoverheid**
Rijksoverheid: successive contracts and maximum
<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/ontslag/moet-ik-als-werkgever-ook-een-transitievergoeding-betalen-als-ik-een-tijdelijk-contract-niet-verleng>

My wages are unpaid or late

Set out the difference between what appears to be due, what the payslip shows and what reached your bank account. This guide helps you substantiate the shortfall, write a specific request and choose the next step.

Seek advice promptly if money is urgently needed, your employer announces a wage stoppage, or payment inability is possible. A payment request does not automatically meet or suspend a statutory or court deadline.

Your route in three steps

1 Calculate each pay period separately

Make an overview for each month or four-week period. Separate wages, hours, allowances, holiday allowance and payments received. Keep rotas and bank records and request missing payslips. Compare gross amounts with gross amounts; a net bank payment cannot simply be deducted from a gross entitlement.

- ☐ Period and missing components itemised
- ☐ Contract, rotas and payments gathered

Read more about this issue: [Checking your salary: payslips, deductions and missing payments](#) · [Overtime pay or time off in lieu: your rights](#) · [Calculating holiday allowance: accrual, payment and departure](#)

2 Make a specific request for payment

Identify the unpaid period and components and ask for a calculation that can be checked. Choose an appropriate response deadline for your circumstances and keep proof of dispatch and receipt. Adapt the sample letter to the facts; do not copy unsupported amounts or accusations.

- ☐ Payment request checked against the facts
- ☐ Dispatch evidence and follow-up date recorded

Read more about this issue: [Making a wage claim: payment letter, evidence and proceedings](#) · [Checking the 2026 minimum wage: hourly rate, age and deductions](#)

3 Choose the appropriate next route

A wage claim, a sickness dispute and inability to pay require different approaches. If urgent, discuss whether interim court proceedings are suitable. For persistent payment problems, also examine the UWV route. Agree explicitly with an adviser which claims, evidence and deadlines matter.

- ☐ Reason for non-payment investigated
- ☐ Urgency, costs and possible proceedings discussed

Read more about this issue: [Pay stoppage or suspension during illness: the difference](#) · [Employment lawyer costs: fees, insurance and legal aid](#) · [Employer bankrupt: wages, insolvency trustee, UWV and a new job](#)

My workbook

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Gather these documents

- | | |
|--|---|
| ☐ Contract, collective agreement and pay arrangements | ☐ Time records and rotas |
| ☐ Payslips for the disputed periods | ☐ Earlier requests for payment |
| ☐ Bank payments and their dates | ☐ Employer's written explanation |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

A payslip does not prove payment

The payslip lists the full salary, but only part was transferred. Compare the payslip with the actual bank receipts. Ask for the missing amount and an explanation for partial payment.

Questions about this route

Should I stop working immediately?

Refusing work can create additional risks. First obtain an assessment of appropriate measures in your situation and continue to document arrangements and availability carefully.

What if my employer may go bankrupt?

Examine the UWV payment-inability scheme. Its conditions, covered periods and limits differ from an ordinary wage claim; keep payroll and contract documents in time.

Can I claim interest and the statutory increase?

These may apply to late wages. Their basis, calculation and possible reduction require separate assessment. Do not add them as guaranteed amounts without checking.

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- Rijksoverheid**
Rijksoverheid: wage payment and the statutory increase
<https://www.rijksoverheid.nl/themas/werk/ontslag/vraag-en-antwoord/arbeidsovereenkomst-en-cao/wanneer-betaalt-mijn-werkgever-mijn-loon>
- Rijksoverheid**
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<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/arbeidsovereenkomst-en-cao/waaraan-moet-mijn-werkgever-zich-houden-bij-een-arbeidsovereenkomst>
- UWV**
UWV: permanent payment problems of the employer
<https://www.uwv.nl/nl/betalingsonmacht/betalingsproblemen-werkgever>
- UWV**
UWV: apply for benefits due to inability to pay
<https://www.uwv.nl/nl/betalingsonmacht/uitkering-betalingsonmacht-aanvragen>
- Rechtspraak**
Rechtspraak: wage claims
<https://www.rechtspraak.nl/onderwerpen/loonvordering>
- Rijksoverheid**
Rijksoverheid: statutory minimum wage rates in 2026
<https://www.rijksoverheid.nl/themas/werk/minimumloon/bedragen-minimumloon/bedragen-minimumloon-2026>
- Officiële bekendmakingen**
Official publication: minimum wage from 1 July 2026
<https://zoek.officielebekendmakingen.nl/stcrt-2026-16505.html>
- Ondernemersplein · Overheid.nl**
Ondernemersplein: statutory adult and youth minimum wage
<https://ondernemersplein.overheid.nl/wetten-en-regels/wettelijk-minimumloon-en-minimumjeugdloon/>
- Ondernemersplein · Overheid.nl**
Ondernemersplein: working hours and overtime
<https://ondernemersplein.overheid.nl/personeel/arbeidsvoorwaarden/werktijden/>
- Rijksoverheid**
Rijksoverheid: holiday allowance amount
<https://www.rijksoverheid.nl/themas/werk/vakantiedagen-en-vakantiegeld/vakantiegeld/vraag-en-antwoord/vakantiedagen-en-vakantiegeld/hoe-hoog-is-mijn-vakantiegeld>
- Rijksoverheid**
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<https://www.rijksoverheid.nl/vraag-en-antwoord/arbeidsovereenkomst-en-cao/wat-is-een-cao>
- Rechtspraak**
Rechtspraak: statutory grounds for pay measures, ECLI:NL:RBROT:2025:15411
<https://uitspraken.rechtspraak.nl/details?id=ECLI%3ANL%3ARBROT%3A2025%3A15411>
- Rechtspraak**
Rechtspraak: refusing a termination proposal and pay, ECLI:NL:RBROT:2023:3264
<https://uitspraken.rechtspraak.nl/details?id=ECLI%3ANL%3ARBROT%3A2023%3A3264>
- Rechtspraak**
Rechtspraak: notification of a pay measure, ECLI:NL:RBROT:2024:2492
<https://uitspraken.rechtspraak.nl/details?id=ECLI%3ANL%3ARBROT%3A2024%3A2492>
- Nederlandse orde van advocaten (NOvA)**
Dutch Bar Association: first meetings and fee arrangements
<https://zoekenadvocaat.advocatenorde.nl/eerste-gesprek-met-een-advocaat>
- Raad voor Rechtsbijstand**
Legal Aid Board: personal contribution and financial assessment
<https://www.rechtsbijstand.nl/mediation-rechtsbijstand/hoeveel-betalen/eigen-bijdrage/>
- Raad voor Rechtsbijstand**
Legal Aid Board: changing the reference year in 2026
<https://www.rechtsbijstand.nl/mediation-rechtsbijstand/hoeveel-betalen/peiljaarverlegging/toelichting-verzoek-peiljaarverlegging/>
- Rechtspraak**
Rechtspraak: dismissal procedures and representation
<https://www.rechtspraak.nl/onderwerpen/ontslag/verzoekschriftprocedure-werknemer>
- UWV**
UWV: payment and limitation of the wage guarantee
<https://www.uwv.nl/nl/betalingsonmacht/uitkering-betalingsonmacht-aanvragen/uitbetaling-uitkering>
- Rijksoverheid**
Rijksoverheid: income in case of financial problems of the employer
<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/arbeidsovereenkomst-en-cao/hoe-krijg-ik-inkomen-als-mijn-werkgever-financiele-problemen-heeft>
- Ondernemersplein · Overheid.nl**
Ondernemersplein: transition compensation and exceptions
<https://ondernemersplein.overheid.nl/personeel/ontslaan/transitievergoeding/>

I am ill and need to return to work

During sickness, pay, medical guidance and work arrangements run alongside one another. Use this guide to clarify roles and agreements and to address a disagreement promptly through the appropriate route.

Share medical information with the occupational physician through the appropriate channel. Do not put diagnoses, medication or treatment details in a workbook you intend to share with your employer.

Your route in three steps

1 Record the starting position

Report sickness according to the applicable absence protocol and record your first day of illness. Keep arrangements about availability and contact with the occupational physician. Distinguish the organisational information your employer needs from the physician's medical assessment.

- ☐ First sickness day and reporting route recorded
- ☐ Contact with occupational physician or health service arranged

Read more about this issue: [Illness at work: wages, privacy, the occupational physician and your contract](#) · [Seeing the occupational physician: preparation, privacy and advice](#)

2 Turn advice into work arrangements

Discuss duties, hours, gradual increases and review dates using the medical advice as a basis. Record who will do what and when you will meet again. If the advice is unclear, ask for clarification; your own view of your capacity does not replace professional assessment.

- ☐ Specific duties and review date described
- ☐ Arrangements confirmed in writing without medical details

Read more about this issue: [Reintegration during illness: plans, suitable work and a stalled process](#) · [Requesting a second occupational physician opinion: when and how?](#) · [UWV expert opinion: question, evidence and next steps](#)

3 Address stalled progress and the next step

If views differ, investigate whether clarification, a second opinion or a UWV expert opinion is appropriate. These routes serve different purposes. Check the consequences and required response promptly if pay is affected, your contract is expiring or a termination proposal arrives.

- ☐ Specific question behind the disagreement formulated
- ☐ Pay, contract end and next step checked

Read more about this issue: [Pay stoppage or suspension during illness: the difference](#) · [Leaving employment while ill: contract end, sickness benefit and your file](#) · [Dismissal during illness: protection, exceptions and income](#)

My workbook

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Gather these documents

- | | |
|---|--|
| ☐ Absence protocol and employment contract | ☐ Work rota and gradual return arrangements |
| ☐ Advice on returning to work | ☐ Letters about pay measures |
| ☐ Plan of action and reviews | ☐ Contract end date and support contacts |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

An arrangement was understood differently

You believe two short working days were agreed, while your manager expects four days. Confirm the rota discussed in writing and ask for it to be aligned with the occupational physician's advice. Describe the disagreement clearly without sending medical details.

Questions about this route

Are a second opinion and a UWV expert opinion the same?

No. A second opinion reviews an occupational physician's advice; UWV can give an expert opinion on specified reintegration issues. Choose the route based on the actual disagreement.

May I refuse a reintegration proposal?

Simply refusing can have consequences. Explain your objections specifically, seek medical or legal advice where needed and continue cooperating in the search for suitable arrangements.

What if my fixed-term contract ends?

The end of the contract is a separate issue alongside sickness. Check in time which notification, documents and possible Sickness Benefits Act route are required.

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1. **Rijksoverheid**
Rijksoverheid: wage levels during illness
<https://www.rijksoverheid.nl/themas/werk/vakantiedagen-en-vakantiegeld/vakantiedagen/vraag-en-antwoord/ziekteverzuim-van-het-werk/hoeveel-loon-krijg-ik-doorbetaald-als-ik-ziek-ben>
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<https://www.rijksoverheid.nl/themas/werk/werken-met-arbeidsbeperking/vraag-en-antwoord/arbeidsovereenkomst-en-cao/wat-als-mijn-werkgever-en-ik-het-niet-eens-zijn-over-mijn-ziekte-of-re-integratie>
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Rechtspraak: wage claims
<https://www.rechtspraak.nl/onderwerpen/loonvordering>
21. **Rijksoverheid**
Rijksoverheid: dismissal during illness
<https://www.rijksoverheid.nl/themas/werk/arbeidsovereenkomst-en-cao/vraag-en-antwoord/ontslag/mag-ik-worden-ontslagen-als-ik-ziek-of-arbeidsongeschikt-ben>
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Rijksoverheid: permitted grounds for dismissal
<https://www.rijksoverheid.nl/themas/werk/ontslag/betere-ontslagbescherming-payrollmedewerkers/vraag-en-antwoord/ontslag/wanneer-mag-ik-worden-ontslagen>
23. **Rechtspraak**
Rechtspraak: employee dismissal proceedings
<https://www.rechtspraak.nl/onderwerpen/ontslag/verzoekschriftprocedure-werknemer>
24. **UWV**
UWV: WW after dismissal
<https://www.uwv.nl/nl/ww/ww-na-ontslag>

My fixed-term contract is ending

Start with the complete contract history, rather than only the latest end date. Then examine the notification of continuation, compensation, final pay and income afterwards. This route keeps those questions separate.

A missing continuation notification does not automatically extend the contract. Different short court deadlines apply to aanzegvergoeding and transition payments; have each recorded separately.

Your route in three steps

1 Check whether the contract really ends

List the start, end and gaps between all successive contracts. Include agency work and a change of employer for the same work. Check the applicable collective agreement and exceptions before treating the description "fixed term" as decisive.

- ☐ Complete sequence of contracts prepared
- ☐ Collective agreement and successive employers considered

Read more about this issue: [Fixed-term contracts: expiry, renewal and early termination](#) · [Successive contracts: when does temporary work become permanent?](#)

2 Check the notification and amounts

Keep the written continuation notification and date of receipt, and read any notification already included in the contract. Then check possible aanzegvergoeding and transition payment separately. Asking the employer for payment is different from applying to the court in time.

- ☐ Notification and date checked
- ☐ Both payments and their court deadlines distinguished

Read more about this issue: [Aanzegvergoeding: late or missing renewal notification](#) · [Transition payment: entitlement, calculation and payment in 2026](#)

3 Arrange the period after the end

Check wages, unused holiday and holiday allowance in the final settlement. Investigate the appropriate WW or sickness-at-contract-end route before expiry. If you continue working with the employer's consent, record those circumstances and request confirmation of the terms for continued work.

- ☐ Final pay and benefit route prepared
- ☐ Continued work or renewal clarified in writing

Read more about this issue: [Leaving employment while ill: contract end, sickness benefit and your file](#) · [WW after dismissal: conditions, application and employer arrangements](#) · [Annual leave: accrual, taking leave, expiry and payment](#)

My workbook

Use the printed boxes to mark your preparation and write questions and agreements in the space provided. The links lead to detailed articles and online workbooks. This PDF does not have digitally fillable fields.

Gather these documents

- | | |
|--|--|
| ☐ All contracts and renewals | ☐ Written notification of continuation or non-renewal |
| ☐ Overview of gaps between contracts | ☐ Payslips and holiday balance |
| ☐ Collective agreement and earlier employers' details | ☐ Final pay statement and continued-work arrangements |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

Three years is not the only question

You receive another fixed-term contract and count only time with your current employer. Earlier agency work in the same role may also matter. Include that contract and the intervening periods in the assessment.

Questions about this route

Must I resign on the end date?

A valid fixed-term contract generally ends by operation of law. First check whether a permanent contract or continuation already exists; unnecessary resignation can complicate your position.

Am I always entitled to one month's aanzegvergoeding?

No. Check whether the notification duty applied, whether it was met in time and the extent of any delay. An earlier written notification in the contract may also matter.

What if I am ill when the contract ends?

Illness does not automatically extend a valid fixed-term contract. Check the sickness-at-contract-end notification and documents needed for a possible Sickness Benefits Act payment.

Sources and editorial notes

This preparation guide is our own editorial work. The primary sources below support the linked in-depth articles. Check the stated source date and obtain an assessment of any agreement or procedure for your own situation.

Sources current as of: October 18, 2026

The source publications are in Dutch. All language editions cover Dutch law.

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Rijksoverheid: when fixed-term employment becomes permanent
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<https://www.uwv.nl/nl/ontslag/werknemer-ontslaan>
4. **Rechtspraak**
Rechtspraak: transition payment application deadline
<https://www.rechtspraak.nl/onderwerpen/ontslag/verzoekschriftprocedure-werknemer>
5. **Rijksoverheid**
Dutch government: illness and a fixed-term contract
<https://www.rijksoverheid.nl/themas/werk/arbeidsvereenkomst-en-cao/vraag-en-antwoord/ziekteverzuim-van-het-werk/krijg-ik-met-een-tijdelijk-contract-ook-loon-doorbetaald-als-ik-ziek-ben>
6. **Rijksoverheid**
Rijksoverheid: advance renewal notification and compensation
<https://www.rijksoverheid.nl/themas/werk/werktijden/vraag-en-antwoord/arbeidsvereenkomst-en-cao/wat-is-een-aanzegtermijn>
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Ondernemersplein: advance notification for fixed-term employees
<https://ondernemersplein.overheid.nl/wetten-en-regels/aanzegtermijn-voor-tijdelijke-werknemers/>
8. **Ondernemersplein · Overheid.nl**
Ondernemersplein: entering into an employment contract
<https://ondernemersplein.overheid.nl/wetten-en-regels/arbeidscontract-afsluiten/>
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Rijksoverheid: transition payment entitlement and exceptions
<https://www.rijksoverheid.nl/documenten/vraag-en-antwoord/ontslag/heb-ik-recht-op-een-vergoeding-als-ik-word-ontslagen>
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17. **UWV**
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<https://www.uwv.nl/nl/ww/ww-na-ontslag>
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Rijksoverheid: taking leave and relevant periods
<https://www.rijksoverheid.nl/themas/werk/vakantiedagen-en-vakantiegeld/vraag-en-antwoord/vakantiedagen-en-vakantiegeld/hoe-kan-ik-mijn-vakantiedagen-opnemen>
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Rijksoverheid: holiday pay during illness
<https://www.rijksoverheid.nl/themas/werk/vakantiedagen-en-vakantiegeld/vakantiedagen/vraag-en-antwoord/vakantiedagen-en-vakantiegeld/volledig-loon-bij-opnemen-vakantiedagen-tijdens-ziekte>
20. **Ondernemersplein · Overheid.nl**
Ondernemersplein: statutory annual leave for employees
<https://ondernemersplein.overheid.nl/wetten-en-regels/vakantierecht/>
21. **Rechtspraak**
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ECLI:NL:RBROT:2026:6220
<https://uitspraken.rechtspraak.nl/details?id=ECLI%3ANL%3ARBROT%3A2026%3A6220>

There is a workplace conflict or unwanted behaviour

A warning, disagreement about work and report of harassment are different issues. Organise what is happening, what you need and which route fits. This guide helps you prepare a factual, careful account.

If there is immediate danger, prioritise safety. Threatened dismissal, illness or discrimination may involve additional routes and short deadlines. An internal complaint does not replace legal action.

Your route in three steps

1 Describe events and what you need

Record specific events, dates, people involved and available documents. Distinguish your own observations from what others told you. Describe the outcome you want: a safe workplace, correction of a warning, clearer arrangements or investigation of a report.

- ☐ Facts and personal observations separated
- ☐ Desired outcome and contact person chosen

Read more about this issue: [Resolving an employment conflict: records, discussions and legal routes](#) · [Bullying, harassment and discrimination at work: what can you do?](#) · [Discrimination at work: evidence, complaints and next steps](#) · [Privacy at work: monitoring, cameras and employment data](#)

2 Choose a discussion or formal response

Check the complaints policy and the roles of your manager, HR, confidential adviser and works council. Respond specifically to disputed facts in a warning or improvement plan. A confidential adviser can support you but does not automatically act as your legal representative.

- ☐ Suitable internal route investigated
- ☐ Meeting or written response prepared

Read more about this issue: [Dismissal for poor performance: improvement process and response](#) · [Employment mediation: preparation, arrangements and outcomes](#)

3 Record arrangements and boundaries

Send a factual confirmation of agreements, including a review date. If problems continue, discuss mediation or legal assistance. Keep any sickness report and medical assessment separate from the substance of the conflict; consult the occupational physician if work affects your health.

- ☐ Arrangements and review date recorded
- ☐ Support and escalation if unresolved chosen

Read more about this issue: [Illness at work: wages, privacy, the occupational physician and your contract](#) · [Employment lawyer costs: fees, insurance and legal aid](#) · [Whistleblowing: reporting wrongdoing and protection from retaliation](#)

My workbook

Use the printed boxes to mark your preparation and write questions and agreements in the space provided. The links lead to detailed articles and online workbooks. This PDF does not have digitally fillable fields.

Gather these documents

- | | |
|---|--|
| ☐ Warning or meeting invitation | ☐ Emails and my own factual notes |
| ☐ Job description and work arrangements | ☐ Records of meetings and responses |
| ☐ Complaints procedure and code of conduct | ☐ Confidential adviser's or legal adviser's details |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

You disagree with a warning

A warning says you refused a task. In fact, you asked for clarification of conflicting instructions. Respond with that specific correspondence and ask for your response to be added to your personnel file.

Questions about this route

Is mediation always the best first step?

It depends on the problem and safety. Mediation needs room for voluntary discussion and does not always replace an investigation, complaint procedure or legal advice.

Can I take every company document as evidence?

No. Keep only relevant documents you are lawfully entitled to access. Respect others' personal data and confidential business information; discuss evidence problems with an adviser.

What if the conflict makes me ill?

Follow the absence protocol and discuss your capacity with the occupational physician. A conflict is not automatically an illness, but health symptoms deserve separate assessment.

Sources and editorial notes

This preparation guide is our own editorial work. The primary sources below support the linked in-depth articles. Check the stated source date and obtain an assessment of any agreement or procedure for your own situation.

Sources current as of: October 18, 2026

The source publications are in Dutch. All language editions cover Dutch law.

1. **Rijksoverheid**
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<https://www.rechtspraak.nl/onderwerpen/ontslag/verzoekschriftprocedure-werknemer>
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4. **Arboportaal · Ministerie van SZW**
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Arboportaal: workplace bullying
<https://www.arboportaal.nl/onderwerpen/psychosociale-arbeidsbelasting/pesten-op-het-werk>
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22. **Wettenbank · Overheid.nl**
General Equal Treatment Act: legal framework and burden of proof
<https://wetten.overheid.nl/BWBR0006502/2026-01-01/0/Hoofdstuk1/Paragraaf5/Artikel9>
23. **Autoriteit Persoonsgegevens**
Autoriteit Persoonsgegevens: additional requirements for covert monitoring
<https://autoriteitpersoonsgegevens.nl/themas/werk-en-uitkering/controle-van-werknemers/voorwaarden-voor-heimelijke-controle-werknemers>
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- 28. **wetbeschermingklokkenluiders.nl**
Whistleblower Protection Act: safeguards and support
<https://www.wetbeschermingklokkenluiders.nl/home/de-wet-op-hoofdlijnen/bescherming-klokkenluiders>
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<https://www.wetbeschermingklokkenluiders.nl/home/ik-ben-werkgever/wat-zijn-mijn-wettelijke-verplichtingen>
- 30. **huisvoorklokkenluiders.nl**
Huis voor Klokkenluiders: jurisdiction and investigation
<https://www.huisvoorklokkenluiders.nl/onderzoek-door-het-huis>

I am offered a new employment contract

A new contract concerns your future work and restrictions after leaving. Compare the offer, collective agreement and attachments before focusing only on salary. This guide helps structure your questions and your first period at work.

Oral promises and the signed contract may differ. Ask for important arrangements to be confirmed in writing before agreeing; have unclear or restrictive clauses assessed separately.

Your route in three steps

1 Check the basic terms

Compare employer, role, hours, workplace, start date, duration and pay with the offer. Ask which collective agreement, pension scheme and staff policies apply and whether you have every attachment. For variable hours, record how rotas and predictable pay are arranged.

- ☐ Offer, contract and attachments compared
- ☐ Employer, collective agreement, pay and hours confirmed

Read more about this issue: [Check your employment contract before signing](#) · [Which cao applies? Coverage, pay and deviations](#) · [Pension through your employer: accrual, premium and new rules](#) · [Working from home: requests, safe workplaces and hybrid arrangements](#)

2 Read restrictions and exceptions

Check probation, early termination, non-compete or non-solicitation clauses and training costs. Identify obligations that may continue during work and after leaving. Ask about their precise scope and conditions; calling it a standard contract says nothing about its consequences for you.

- ☐ Clauses and consequences after leaving discussed
- ☐ Unclear wording amended in writing

Read more about this issue: [Probation: validity, duration and dismissal in the first weeks](#) · [Non-compete and relationship clauses: changing jobs without surprises](#) · [Training-cost clauses: when must you repay a course?](#) · [Secondary employment: a second job or business alongside your Dutch job](#) · [Non-solicitation clauses: customers, contacts and changing jobs](#)

3 Keep the final agreements

Store the signed version, attachments and confirmed promises somewhere safe that you control. Check hours, wages and allowances in the first pay period. If you previously did the same work under a fixed-term contract or through an agency, also check the sequence of contracts.

- ☐ Final version and promises kept
- ☐ First payslip and contract history checked

Read more about this issue: [On-call worker rights: schedules, pay and security](#) · [Successive contracts: when does temporary work become permanent?](#)

My workbook

Use the printed boxes to mark your preparation and write questions and agreements in the space provided. The links lead to detailed articles and online workbooks. This PDF does not have digitally fillable fields.

Gather these documents

- | | |
|--|--|
| ☐ Vacancy and written offer | ☐ Staff handbook and pension information |
| ☐ Draft contract and every attachment | ☐ Earlier contracts for the same work |
| ☐ Applicable collective agreement | ☐ Written promises about pay and training |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

The offer and attachment differ

Hybrid working was promised in the discussion, while an attachment refers only to office work. Ask which arrangement will apply and have it recorded clearly before relying on the oral promise.

Questions about this route

Must an employment contract always be in writing?

An employment contract can also arise in other ways, but the employer must provide important information in writing. Additional requirements apply to certain clauses. Written confirmation helps avoid evidence disputes.

Is every non-compete clause valid?

No. Contract type, wording and circumstances matter. Have both validity and practical consequences assessed before accepting or ignoring a clause.

What if an oral agreement is missing?

Ask for it to be included or confirmed before agreeing and keep the reply. Do not assume an informal promise automatically overrides conflicting contractual wording.

Sources and editorial notes

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- Ondernemersplein · Overheid.nl**
Ondernemersplein: entering into an employment contract
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I want to leave my job

A new job, conflict or personal change may prompt you to leave. First check whether and when you can resign and how this affects income, restrictive clauses and final pay.

Resigning can affect WW and, during sickness, other rights. Do not resign solely to escape pressure from your employer without having your position assessed.

Your route in three steps

1 Consider your reason and financial position

Consider whether you really want to resign or instead want a problem resolved. Check whether the new job is firmly agreed and what uncertainties remain. If you are ill, in conflict or under pressure to leave, discuss pay and benefit consequences first.

- ☐ New job and financial bridge checked
- ☐ Illness, pressure or conflict discussed beforehand

Read more about this issue: [Resigning: notice, end date and income risks](#) · [WW after dismissal: conditions, application and employer arrangements](#)

2 Establish a workable end date

Read the contract and collective agreement for the notice period and permitted termination date. For a fixed-term contract, check whether early notice is allowed. Also examine non-compete, non-solicitation and training-cost clauses before committing to a start date or work elsewhere.

- ☐ Right to give notice and end date checked
- ☐ Restrictions on changing jobs assessed

Read more about this issue: [Fixed-term contracts: expiry, renewal and early termination](#) · [Calculating notice periods: employee, employer and end date](#) · [Non-compete and relationship clauses: changing jobs without surprises](#) · [Non-solicitation clauses: customers, contacts and changing jobs](#)

3 Finish carefully

Record a valid resignation and its receipt clearly and request confirmation of the final working day. Arrange handover, equipment, holiday and final pay. Save payslips and relevant documents before access ends. Compare the eventual payment with the agreements.

- ☐ End date and handover confirmed
- ☐ Holiday, equipment and final pay arranged

Read more about this issue: [Annual leave: accrual, taking leave, expiry and payment](#) · [Calculating holiday allowance: accrual, payment and departure](#) · [Training-cost clauses: when must you repay a course?](#) · [Pension through your employer: accrual, premium and new rules](#)

My workbook

Use the printed boxes to mark your preparation and write questions and agreements in the space provided. The links lead to detailed articles and online workbooks. This PDF does not have digitally fillable fields.

Gather these documents

- | | |
|--|--|
| ☐ Employment contract and collective agreement | ☐ Holiday days and holiday allowance overview |
| ☐ New employment contract, if available | ☐ Payslips and bonus arrangements |
| ☐ Non-compete, non-solicitation and training-cost clauses | ☐ Confirmation of end date and handover |

My questions and agreements

Which facts are missing? Who will you speak to, and when? Do not enter medical details or information about other people here.

A practical example

The new job starts too soon

Your new employer expects you at the start of next month. Your current contract allows termination on a different basis. First discuss a workable transition and record any agreed departure from the usual arrangements in writing.

Questions about this route

Can I leave a fixed-term contract without an early-notice clause?

Not automatically. An agreement on departure or another legal route may be needed. Simply stopping can have financial consequences; check your options in advance.

Will I receive WW if I leave voluntarily?

Resigning can jeopardise entitlement to WW. Special circumstances exist, but your own assessment alone is not a sufficient basis for resigning.

Can I use holiday as my notice period?

Taking holiday and the length of employment are separate questions. Make separate arrangements for leave, release from work and the end date.

Sources and editorial notes

This preparation guide is our own editorial work. The primary sources below support the linked in-depth articles. Check the stated source date and obtain an assessment of any agreement or procedure for your own situation.

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