

Welcome Guide For Newcomers



Welcome session for new international staff

Welcome Guide For Newcomers

The *Welcome Guide For Newcomers* aims to introduce you to the HR support the university can offer you, to practical information related to your job duties and to the different advantages of working at KU Leuven.

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/newcomers_welcome_guide



Welcome programme



HR policies and support



Practical information



Benefits



Welcome programme

Our welcome programme familiarises you with KU Leuven and its work methods through online videos and tutorials:

- ✓ [Video KU Leuven general](#)
- ✓ [Video and tutorials KU Loket](#)
- ✓ [Video and info regarding incoming mobility international staff](#)

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/newcomers_welcome_guide/welcome_programme_newcomers



HR policies and support

KU Leuven greatly invests in professional HR support for its staff.

HR intranet:

https://admin.kuleuven.be/personeel/english_hr_department/intranet/index.html

Who is my HR Adviser?

Via KU Loket – My details

For a detailed videotutorial:

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/newcomers_welcome_guide/kuloket/who_is_my_adviser

[Name] Staff number: xxx Nederlands Help Start

Postdoctoral research scholar hold-Division of Bioeconomics

HR advisor : Katoe Buyle 016 32 83 24 katoe.buyle@kuleuven.be

Via the website: https://admin.kuleuven.be/personeel/associatienet/en/CP_short



Practical information

- What do you have to do if you fall sick?
- How can you request a leave?
- What are the different mobility solutions?
- What if you are pregnant? ...

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/newcomers_welcome_guide/practical_information

Leave

The right to legal holidays is based on employment in the previous calendar year

→ *Remember to send the HR Department your holiday certificates!*

Leaves are (mostly) requested via KU Loket

More info & KU Loket tutorial:

- <https://admin.kuleuven.be/personeel/english/intranet/absence/index>
- https://admin.kuleuven.be/personeel/english/hrdepartment/intranet/newcomers_welcome_guide/kuloket/request_cancel_leave



What if I fall sick?

Immediately notify supervisor & mail illness@kuleuven.be

Scheduled medical examinations should normally take place outside of regular working hours
(note that different rules apply to pregnant staff members)

More info:
<https://admin.kuleuven.be/personeel/english/intranet/absence/illness>



Other practical tips...

Short-term leave (e.g. for a wedding, a funeral, a move ...)

What to do in the event of a pregnancy?

Travelling on university business

More info:

<https://admin.kuleuven.be/personeel/english/hrdepartment/intranet>





Benefits

KU Leuven offers its staff members an extensive package of benefits.

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/insurances_benefits/insurances_benefits

Commuting (paid staff members)

Public transport: partial or full reimbursement

Bicycle: (E-)2WD

Own transport: no reimbursement

Car parks

More info:

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/insurances_benefits/reimbursement_commuting_costs



Staff card

Discount in university restaurants

Right to ILT pre-enrolment

Access to KU Leuven libraries

...



More info:

https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/insurances_benefits/staff_card

Samenaankoop

Discount at wholesale and small retailers

Fair weekends

Special offers

...



More info: <https://www.samenaankoop.org/en>

Other benefits...

Training & development

Group training - skill training - workshops - ...

Career Center

& YouReCa Career Center

Medical Benefits

Hospital insurance & hospital advantages

KU Leuven day care centres

Nursery care - after-school care - home care
for sick children



