**Wijziging dienstverbandgegevens** Versie 2011-08

*Voor vervanging: gebruik in alle gevallen het verlof- en vervangingsformulier!*

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| ***Schoolgegevens*** | | | | | | | | | |
| Bestuursnummer | : |  | Schoolnaam | | : |  | | |  |
| Brinnummer | : |  | Adres | | : |  | | |  |
|  |  |  | Postcode en plaats | | : |  | | |  |
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| ***Gegevens werknemer***  Van onderstaand personeelslid is/zijn de volgende mutatie(s) opgetreden: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Naam: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | *(gehuwde vrouwen: óók meisjesnaam vermelden)* | | | | | | | | | | | | | | | | | | | | | | | | |
| Wat voor soort wijziging betreft het?  langdurige of structurele wijziging *(alleen 1 invullen)*  tijdelijke uitbreiding korter dan een maand *(alleen 2 invullen)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1. Langdurige of structurele wijziging** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **a. Datum ingang:** | | | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **b. Aard dienstverband en werktijdfactor:** | | | | | | | | | | | | | | | | | | | | | | **Was:** | | | | | | | | | | | | | | | | | | | | | | | **Wordt:** | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | |  | | vast | | | | | | | | | | | | tijdelijk | | | | | | | | | vast | | | | | tijdelijk | | | | |  | | | |
| O.P. | | | | | | | 1. Gemiddeld aantal lesgebonden uren per week | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | |  | | | | | | | | |  | | | | |  | | | | |  | | | |
| O.O.P. | | | | | | | 1. Aantal klokuren per week | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | |  | | | | | | | | |  | | | | |  | | | | |  | | | |
| O.P. / O.O.P. | | | | | | | 1. Gemiddeld aantal schoolweken per jaar | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | |  | | | | | | | | |  | | | | |  | | | | |  | | | |
| O.P. / O.O.P. | | | | | | | 4. Omvang werktijdfactor | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | |  | | | | | | | | |  | | | | |  | | | | |  | | | |
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| **c. Bekostiging en werktijdfactor:** | | | | | | | | | | | | | | | | | | | | | | **Was:** | | | | | | | | | | | | | | | | | | | | | | | **Wordt:** | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | Werktijdfactor | | | | | | | | | | | | | | | | | Werktijdfactor | | | | | | | | | |  | | | |
|  | | | | *Bekostiging:* | | | | | | | | | | | | | | | | | |  | |  | | | | vast | | | | | | | | | tijdelijk | | | | | | | | vast | | | | | tijdelijk | | | | |  | | | |
|  | | | | L = Lumpsum | | | | | | | | | | | | | | | | | |  | | **L** | | | |  | | | | | | | | |  | | | | | | | |  | | | | |  | | | | |  | | | |
|  | | | | V = Vervangingsfonds / Risicofonds\* | | | | | | | | | | | | | | | | | |  | | **V** | | | |  | | | | | | | | |  | | | | | | | |  | | | | |  | | | | |  | | | |
|  | | | | \* let op: stuur formulier *Opgave verlof en vervanging* mee. | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | |  | |  | | | | | | | | | | | | | | | |
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| **d. Wijziging functie/schaal:** | | | | | | | | | | | | | **Wordt:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Functie: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | *Bij leerkracht diploma meesturen!* | | | | | | | | | | | | | | | | | | | | |
|  | | | Schaal: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
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| **e. Werkdagen:** | | | | | | | | | **Was** | | | | | | | |  | | | | | | | | | | | | **Wordt** | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  |  | | | | | | | | | ma | | | | di | wo | do | | vr | |  | | | | | | | | | | ma | | | | | di | | | | | wo | | | | do | | | vr | | | |  | | | | | | | |
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|  | **Let op mogelijke mutatie reiskosten!  Gebruik hiervoor het formulier *Opgave (wijziging) reiskosten woon-werkverkeer.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **f. Reden tijdelijkheid (indien van toepassing):** | | | | | | | | | | | | | | | | | | | | | | | | |  | | **Werktijdfactor:** | | | | | | | | | | | | | | | | | | | **Einddatum:** | | | | | | | | | | | |  |
|  | | eerste dienstverband met uitzicht op een vast dienstverband | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
|  | | tijdelijke vacature: | | | | | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
|  | | projectformatie: | | | | | | | | |  | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |
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| **2. Tijdelijke uitbreiding (korter dan een maand)** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | |  | | | | |
|  | | | | | 1. Datum ingang | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | 1. Beëindigen m.i.v. | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | 1. Omvang werktijdfactor | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | per week | | | | | | | totaal | | | | | | |  | | |
|  | | | | | 1. Reden tijdelijk uitbreiding | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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De werktijdfactor bij tijdelijke uitbreiding korter dan een maand wordt als volgt vastgesteld:

Lesgebonden en/of behandel taken:

5

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| **Dagdeel** | **Maximale werktijdfactor** |
| Ochtend | 0,1356 |
| Middag | 0,0950 |
| Hele dag | 0,2306 |
| Woensdagochtend | 0,1628 |

Indien korter dan een hele ochtend of middag wordt gewerkt, dient de werktijdfactor als volgt bepaald te worden:

*Wtf. = (aantal lesuren x 1,5385 )/36,86.*

N.B. Indien de werktijdfactor hoger uitkomt dan in de bovengenoemde tabel bij het betreffende dagdeel, moet de wtf. uit de bovengenoemde tabel worden toegepast.

Niet-lesgebonden of behandel taken:

*Wtf. = aantal klokuren : 36,86*

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| **3. Overige opmerking:** | |  |
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| ***Ondertekening bevoegd gezag*** | | | | | | |
| Plaats | : |  | Naam | : |  |  |
| Datum | : |  | Handtekening | : |  |  |
|  | | | | | | |