

## **Guidelines for Attendance (VIP)**

### **Purpose**

The guidelines for attendance are designed to promote collegial collaboration, wellbeing, and engagement at the Department of Culture and Society (CAS). The overall goal is to balance the desire for physical presence with flexibility in work life.

### **Benefits of Physical Presence**

- **Face-to-face collaboration:** In-person interaction fosters productivity, creativity, and problem-solving in complex teaching and research tasks.
- **Access to resources:** Presence provides direct access to important facilities such as center resources and libraries, strengthening research and teaching.
- **Networks and mentoring:** Presence enables professional networks, knowledge sharing, and mentoring relationships, which are central to academic development.
- **Wellbeing and social interaction:** Social engagement and interaction are an important part of a healthy work environment, promoting both wellbeing and engagement.

### **Guidelines for Attendance**

- Employees are expected to be physically present at the department three days a week.
- Absences, including illness, vacation, leave, and participation in academic activities such as conferences, research stays, and fieldwork, count towards the weekly presence.
- If tasks require longer periods of remote work, this must be agreed with the head of department. Remote work is planned continuously according to task-related needs and not as a fixed and formalized arrangement.
- During remote work, the employee must be available and prepared to attend the workplace in special cases, including scheduled physical meetings.

### **Examples of Interpretation of the Guidelines for Attendance**

- An employee relocates permanently to Belgium due to their partner's employment in Brussels. The employee wishes to have their teaching scheduled as

block teaching so that they only need to be at the department for shorter, intensive periods, during which they are present all five days of the week. This arrangement can only be accommodated if the study regulations allow it, and if it does not impair or complicate the students' other study activities. It will always require an individual agreement with the head of department and must be revisited in connection with the annual performance review (MUS).

- An employee's child suffers from an illness that requires parental care at home for a period. In this case, the employee may agree with the head of department on a greater extent of remote work, and thereby less physical presence at the workplace than normally expected.
- An employee has received a research grant with full buy-out and wishes to work from home during the period. While research is encouraged to also take place at the workplace, periods with a greater degree of remote work can be agreed with the head of department in cases of full buy-out.

### **Guidelines for Calendar and Availability Updates**

To ensure good planning and availability, all employees must record their activities and appointments in the Outlook calendar. Extended absences over full days (conference participation, fieldwork, agreed remote work, etc.) must also be reflected in Outlook.

### **Concluding Remarks**

CAS emphasizes an inclusive and respectful culture, where physical presence at the department supports community and wellbeing. All employees are expected to participate actively in the life of the department, both academically and socially. Collaboration, openness, and dialogue are central values for our shared engagement. These guidelines are created to ensure that our department remains a dynamic, engaging, and innovative environment for both staff and students. We prioritize strong collegial collaboration within flexible frameworks, while respecting individual needs. For further clarification, please consult with the head of department.