



Leids Universitair Medisch Centrum

department Directorate of Education
 sender Education Service Point
 visit address Hippocratespad 21, 2333 ZD Leiden
 telephonenumber 0031 71 526 8700
 e-mail esp@lumc.nl
 subject Application LUMC-badge

Dear student,

Any person working in the LUMC is obliged to visibly wear an LUMC badge. This requirement applies to staff, students and external staff. In order to obtain the badge, please follow the next instructions best before August 16th 2020.

1. Fill in your details below.
2. Place photo identification that meets the requirements*.
3. Return the completed form to:
*Leids Universitair Medisch Centrum, Afdeling Onderwijsservicepunt,
 Gebouw 3, VO-P, Antwoordnummer 10392, 2300 WB Leiden,
 The Netherlands*
4. The department Education Service Point (ESP) will sent you the information about when you can pick up your LUMC badge. Please note that a valid identification is required when you pick up the badge.



Surname:
 First name:
 Initials:
 Sex:
 Date of birth:.....
 Country of birth:
 Place of birth:
 E-mail address:
 Mobile phone (including the country code):
 Address (during you stay in the Netherlands):
 Postal code:
 Place of residence:
 Kind of study:
 Start date:
 End date:

*The photo on the LUMC-badge must meet the following requirements (tip: use your passport photo as an example):

- The photo submitted must measure: 35 mm x 45 mm with the head centred in the frame.
- The head (measured from the top of the hair to the bottom of the chin) should measure about 3 mm
- The photograph must be a full-face front view in which the applicant is facing the camera directly.
- The face should cover about 70-80 percent of the photo area.
- The photograph **MUST** be in color and have only a white or light background. Photos with dark, busy, or patterned backgrounds will not be accepted.
- In general, the applicant's head, including both face and hair, should be shown from the crown of the head to the tip of the chin on top and bottom and from hairline side-to-side.
- Preferably, the ears are exposed
- Sunglasses or other face wear, which detracts from the face, are not acceptable unless required for medical reasons (an eye patch, for example).



LEIDS UNIVERSITAIR MEDISCH CENTRUM





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Mandate for collecting the deposit for the (lost) LUMC badge for external personal. Please note: do not send this form, but take it (filled out) with you when you pick up the badge.

By signing this mandate form you authorize the Leiden University Medical Centre (LUMC) to send instructions to your bank to debit your account for €15,00. You hereby also authorize your bank to debit your account by signing this mandate form. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Ask your bank for the conditions. In case of losing the LUMC badge you are not entitled to receive the deposit. A new mandate form must be filled out for a new LUMC badge.

*In case your country is not one-off sepa collection you must pay €15,00 deposit when you pick up your LUMC badge. Only at handing over the yellow/green badge the paid deposit of €15,00 can be paid back.

MANDATE FOR ONE-OFF SEPA COLLECTION DEPOSIT*

Please fill out in block letters.

Information accountholder:

Name:
Residence:
Country:
Telephone:
Email:
IBAN:
BIC:
Kind of study:
Date: Signature:

Collector:
Collect ID: NL19ZZZ273664220000
Academisch Ziekenhuis Leiden
Albinusdreef 2
2333 ZA Leiden
Nederland

Please do not fill out. - Information reserved for ESP-counter

Personnel number:
Badgenumber:

Please do not fill out. - Information reserved for SPP-counter
Machtigingsnummer:
Badge+personeelsnummer+kaartnummer





Your LUMC badge: instructions and use

Any person working in the LUMC is obliged to visibly wear an LUMC badge. This applies to personnel, students and external personnel. The official name of the LUMC badge is the Personnel Identification Badge (Personeels Identificatie Badge). The badge is important for maintaining security. When you wear it, people see that you are authorized to work in the LUMC. This brochure contains information on all the other uses of the LUMC badge.

When do you get an LUMC badge?

You receive an LUMC badge when you have to visit the LUMC regularly for work, research or study. By means of direct debit you are charged a € 15 deposit for the green and yellow badges. Your new badge gives you direct access to the bicycle shed (**only bicycle shed building 3**) and the LUMC buildings.

Obligation to wear

You are obligated to visibly wear the LUMC badge. In this manner everyone can see that you are authorized to work in the LUMC. At all times Security has the right to ask for your LUMC badge.

Types of badge

There are various types of LUMC badges, recognizable by the coloured strip. Which colour you get depends on your line of work in the LUMC:

- blue: (un)paid job
- green: not gainfully employed
- red: visitors, external personnel
- yellow: students
- black: OOR personnel (LUMC education and training region)

- red chequered: cleaning staff

Property of the LUMC

Your LUMC badge remains the property of the LUMC and the badge may only be used by you. Should you abuse this privilege, your badge may be withdrawn or its uses may be restricted.

Other uses of the LUMC badge

The LUMC badge is not just an ID, it can also be used:

- for the car parks and bicycle shed,
- for issuing of clothes and uniform,
- for access to special rooms,
- to print and copy (upgrading the yellow badge see Student portal)
- for examination registration,
- for the Walaeus Library (C1-Q).

Using the car park

With a yellow LUMC badge you are not allowed to use the car park.

Collecting your uniform or work clothing

With a blue, green or yellow LUMC badge you may use a Clothing Dispenser (Kledinguitgifteautomaat, KUA). If you have a green or yellow badge you have to pay a € 40.00 deposit via a direct debit authorization by the 'Linnendienst' C-00-100 (open 7.30-8.30 A.M. and 13.30-14.30 P.M.). After having paid the deposit, you can select the initially required clothing items at the Clothing and Textile Department (Afdeling Kleding- en Textielbeheer or Linnenkamer). Next you may collect the clothing from one of the Clothing Dispensers in the LUMC. They are located on J-00-019 or in the bicycle shed of building 2.





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Special access

Depending on your position your supervisor decides whether you will get access to certain rooms such as operating theatres (OK-centrum) or certain laboratories. Should you require additional badge options for your work, your supervisor can request authorisation from the Facilities Service Department (Servicepunt FB) on extension 65200.

Loss or theft of your LUMC badge

If you have lost your LUMC badge or it is stolen, please report this immediately to the Security Control Room (central hall of the Main Building, near the escalators). Your badge will be blocked immediately. If it has been stolen, you may report it to the police. You can apply for a new LUMC badge at the Personnel Service Center, however, without a police report you have to pay € 15.00.

Damage to your LUMC badge

If your LUMC badge is damaged and consequently is not functioning correctly you may request a new badge from the Personnel Service Center. You are required to pay a €15.00 replacement fee. You do not have to pay if the damage is caused by normal wear. Nor do you have to pay if your badge needs to be changed because of a change of name or title.

Handing in your LUMC badge upon termination of your employment

When your contract or assignment ends you may no longer use the facilities on your LUMC badge. We recommend that on your last working day you first ask for a refund of the deposit on your uniform or work clothing from the linen-room (*Linnenkamer*) for which your badge is required. After this please return your badge to the Personnel Service Center and ask for your deposit to be refunded.

Questions?

If you have any questions about the use of your LUMC badge or you wish to consult the official rules please refer to www.MijnLUMC.nl > Work/Leave > LUMC badge. If this does not answer your question please contact the staff of the Personal Service Center, who are happy to help you. Please find below information on where to find the Personal Service Center as well as the locations and the opening hours of the other departments mentioned in this brochure.

Locations and opening hours

Personnel Service Center

J-001-14, extension 62708 or e-mail ServicepuntPersoneel@lumc.nl.
Monday-Friday from 08:00 A.M. to 05:00 P.M.

Clothing and Textile Department

C-00-100, extension 63551.
Selection of required uniform or work clothing:
Monday-Friday from 7:30-8:30 A.M. and from 01:30-02:30 P.M.
The Clothing Dispensers are located on J-00-019 and in the bicycle shed of building 2.

Walaeus Library

C-01-Q, extension 63890, e-mail Walaeus@lumc.nl.
Open Monday-Thursday 08:30 A.M. - 09:00 P.M.,
Friday 08:30 A.M. - 05:00 P.M.

Education Service Point

Building 3, ground floor, extension 68700 or e-mail ESP@lumc.nl
Monday-Friday from 08.30 A.M. to 04:45 P.M.

