



## **Appendix 2. Flexible working hours**

### Section 1

The term flexible working hours

Ability to, within specified limits, personally decide on how working hours are scheduled.

### Section 2

Limitations to scheduling work hours

Flexible working hours require adapting to the demands of the work. When circumstances require it, it may therefore be necessary to order employees to work during flexible time.

### Section 3

Definitions

**Fixed time** Period for compulsory attendance in the workplace

**Flexible time** Period during which employees may choose to begin or end their work during a working day

**Flex frame** The boundaries for when flex time may begin and end during a working day

**Lunch flex** The maximum time with which an employee may extend a compulsory break.

**Normal time** 8 hours per working day, Monday – Friday. For some days, the normal time is shortened by 2 or 4 hours in accordance with Chapter 4, Sections 6 and 7 of the Term Agreement and Term Agreement T. For part-time employees the normal time should be in proportion to the full time-part time relation.

### Section 4

Scheduling of regular working hours

For full time employees the regular working hours amount to 40 hours per full working week, 08:00 –16:30. Work hours include making up for “klämdagar”, working days between holidays (Mondays - Fridays located between two work-free days).

For some days preceding national holidays, working hours are shortened in accordance with Chapter 4, Section 7 of Term Agreement and Term Agreement T. Saturdays, Sundays and national holidays, Midsummer's eve, Christmas eve, New Year's eve and the day before the Saturday between 31st October and 6th November (Alla Helgons dag) are work-free days.

The employee may schedule their regular working hours, taking into consideration what is stated in this section. The hours of a working day may be longer or shorter than what is stated in the first paragraph. The employee may not schedule their working hours for days that are work-free.



Fixed time for Mondays – Thursdays is 09:00 – 15:30. Fixed time for Fridays is 09:00 –15:00. In the event of reduced working hours, the fixed time is 09:00 – 13:30 and 09:00 – 12:00, respectively.



Flex time for the start of the working day is between 06:00 and 09:00 and for the end of the working day is between 15:30 and 19:00 on Mondays through Thursdays, and 15:00 –19:00 on Fridays. For days with reduced working hours of 2 or 4 hours, the flex time for the end of the working days is 13:30 –19:00 and 11:30 – 19:00, respectively.

The flex frame is 06:00 – 19:00.

The lunch flex is 11:00 – 13:00. Lunch breaks of at least 30 minutes should be taken so that work without 6 consecutive hours or more does not occur.

For part-time employees the employer will, after consulting with the employee, determine what constitutes fixed time, flex time, flex frame and, where applicable, lunch flex.

#### Section 5

##### Overtime and additional hours for employees with flex time

Additional hours constitute the difference between full time and part time.

Overtime shall be ordered by the supervisor in advance.

Overtime work shall primarily be assigned to employees who voluntarily sign up for such work.

##### a) Overtime when working within the flex frame

If an employee who has been ordered to work flex time exceeds the normal time for a full-time employee during fixed time and flex time, the excess hours constitute overtime.

##### b) Overtime when working outside of regular working hours

If an employee is ordered to work during hours located outside regular working hours, this constitutes overtime. Unless otherwise agreed, remuneration for overtime work shall be paid in money. Compensation time off shall be offered if the employee wants it and the supervisor deems it possible, taking into account the demands of the operations.

#### Section 6

##### Compensation time off

Compensation time off shall be approved by the supervisor in advance.

#### Section 7

##### Registration of working hours

For employees with flexible working hours, working hours shall be registered. The registration can be done mechanically. If this is not possible, manual registration is applied by having the employee submit their working hours on a form.