**Appendix 6**. **Agreement on working hours for employees at animal facilities at Karolinska Institutet**

**01/12/2009, applies as of 01/01/2010**

**Ref. no. 6018/2009-203**

Section 1

Authorisation

The parties enter into this agreement in accordance with Term Agreement and Term Agreement-T.

Section 2

Area of application

The parties enter into this agreement on working hours for employees at animal facilities\* at Karolinska Institutet

Local application\*\* regarding limitation period and breakpoints in Section 4 and application of any flex time, Section 6, is negotiated locally. Changes shall be negotiated locally, recorded and archived centrally with reference to this agreement.

Section 3

Basic provisions

The operative needs for staffing shall form the basis for the scheduling of working hours. Working hours shall be scheduled and regulated in a way that contributes to reaching the operations' goals and conducting operations efficiently and rationally.

The scheduling of working hours shall, when needed, be reviewed and adapted to changes in operational demands. Working hours should also be scheduled in a way that promotes a good work environment and counteracts ill health. Within the framework of the operational demands, working hours should to the furthest possible extent be adapted to the employees' desire for more flexible and individual solutions.

Section 4

Regular working hours

For full-time employees working weekends, the regular working hours are a maximum of 38 hours per week. Working hours are scheduled with a limitation period of up to 8 weeks where breakpoints, per day and week, are set locally.

Regular working hours for employees who are not subject to weekend work is 40 hours per week.

Section 5

Scheduling working hours

The employer (supervisor) at each respective animal facility approves a functioning schedule. Schedules should be designed so that 36 hours of rest per week and 11 hours of rest per day are guaranteed.

The employer (supervisor) confirms the scheduling with employees once per month in conjunction with a workplace meeting.

Changes to the regular schedule shall be submitted at least two weeks in advance. However, such information may be given on shorter notice if the nature of the operations or an unforeseen incident warrants it.

Days with reduced working hours and work-free weekdays between two non-working days ("klämdagar") are regulated in the local working hours agreement.

When a holiday falls on a weekday, in the event of a "klämdag" or national holiday, the staff works according to a special holiday list. This may be compensated by time off, day for day, as agreed upon.

When a work-free day is scheduled on a "klämdag" this will be compensated with time off.

Section 6

Flex time

Flex time can be applied locally based on the operations' preconditions.

Section 7

Remunerations – unsocial working hours

Paid according to agreement

Section 8

Period of validity and termination

The agreement is in effect as of 1 January 2010 and has the same period of validity as the Term Agreement and Term Agreement T at the time, with a termination period of three months.

\*Applies to TA staff working at an animal facility at KI Campus Solna.

\*\*"Local” in the agreement refers to each respective animal facility.