

Regulations for recording working time and absences



General regulations:

- **Annual working time model** → Average of working week of 41 hours
- **Scientific employees** are exempt from recording their working time, but they are required to **record their absences**
- **Employees have 5 weeks holiday p. a. (6 weeks at the age of 50)**. Holiday blocks of up to two weeks (more with agreement of supervisor) may be taken during the calendar year
- **Vacations must be taken in the calendar year** in which the entitlement arises → **Exemptions with agreement of the supervisor possible**
- **Carryover** → should be **taken by 31.03.** However: Note that the holidays that are not taken cannot be erased without the written consent of the employee
- **Holidays not taken may only be paid out after termination of the employment.** This payment requires the **approval of the relevant Head of Personnel**
- **Supervisors have the duty to make sure that their employees take holidays, among which two consecutive weeks once a year, and may order holidays**
- **Supervisors may ask for holidays being postponed if the time chosen affects the work or the duties of the employee.**