

General Working Hours:

The regular working hours are 40 hours per week, spread over 5 working days from Monday to Friday.

Daily working hours start at 8:00 AM and end at 5:00 PM, including a one-hour lunch break.

Flexible Working Hours:

Core working hours, during which every employee must be present, are from 9:30 AM to 3:30 PM.

Flextime is possible from 7:00 AM to 9:30 AM and from 3:30 PM to 7:00 PM. The exact start and end times are determined by the supervisor.

Break Regulations:

For a working time of more than 6 hours, a lunch break of at least 30 minutes is mandatory.

For a working time of more than 8 hours, the lunch break should be extended to 45 minutes.

Short rest breaks (5-10 minutes) can be taken as needed; these count as working time.

Overtime:

Overtime must be approved in advance by the supervisor and should only occur in exceptional cases.

Overtime is compensated with time off in lieu or, by agreement, financially.

Weekend Work:

Work on weekends must be approved separately and is compensated with a premium or time off in lieu.

Work on Sundays and public holidays is only allowed in urgent cases and with prior approval.

Part-time and Job-Sharing:

Requests for part-time work or job-sharing are considered individually and require consultation with the supervisor.

Home Office:

Subject to agreement and depending on the field of activity, employees can work up to two days per week from their home office.

Illness and Absence:

In case of illness or other reasons for being unable to work, the employee is obliged to notify their supervisor as soon as possible.

For a period of illness lasting more than three days, a medical certificate must be submitted.

Vacation Planning:

Vacations must be requested in advance and approved by the supervisor. The HR department maintains the vacation calendar.

Regular Review:

This set of rules is regularly reviewed and updated as necessary according to operational requirements.