



Building a better
working world

Flexible working time models



How is working time organized in your company?

- ▶ Do you and your employees have working time arrangements that correspond to the specific needs of your business?
- ▶ Does the standard “8 hours per day/40hrs per week/from Monday to Friday” work for you?
- ▶ Does the working process in your company sometimes require your employees to stay after the end of the working day?
- ▶ Is the workload in your company higher in certain periods of the year and lower in others?
- ▶ Do you have issues with overtime?

We can help you:

- ▶ Find the best flexible working time structure for your company
- ▶ Tackle all legal and payroll aspects of implementing in practice flexible working time
- ▶ Prepare all documents and execute the procedures required for implementing the chosen flexible working time model
- ▶ Understand the specific rules for calculating working salaries within each of the regimes

Working time model	Description	Limitations
EXTENDED WORKING TIME	This model can help you resolve fluctuating or project-based capacity problems. It allows you to extend working hours for a short period of time. Within a four-month period as of the time worked in excess, the working hours of the employees must be respectively reduced.	<ul style="list-style-type: none"> ▶ Up to 10 hours per day ▶ Up to 48 hours per week ▶ Up to 60 working days in one year, but not more than 20 consecutive days
OPEN-ENDED WORKING TIME	Open-ended working time can be used as a permanent tool for employees, whose workload is variable. It allows working after normal working hours, which is compensated by additional annual paid vacation.	<ul style="list-style-type: none"> ▶ Up to 12 hours per day ▶ Must have at least 48 hours off in two consecutive days
PART-TIME WORKING TIME	Part-time working time can be introduced for a limited period of time where there is a decreased volume of work in the company. The standard working time can be reduced by half. This working time model is also a HR cost-saving tool.	<ul style="list-style-type: none"> ▶ Up to 4 hours per day ▶ Up to 3 months in one year
AGGREGATE CALCULATION OF WORKING TIME	This is a very powerful tool for organizing working time in your company. The time worked is calculated not daily but for a longer period of time - weekly, monthly, for two, three or six months. The time worked in excess in the first part of the calculation period is compensated by lower workload in the subsequent part of the period.	<ul style="list-style-type: none"> ▶ Up to 12 hours per day ▶ Up to 56 hours per week ▶ Up to 6 months calculation period
ON-CALL AVAILABILITY	The employee is at employer's disposal outside the company's premises and is available to start working when required. This is reported and paid as overtime.	<ul style="list-style-type: none"> ▶ Up to 100 hours monthly ▶ Up to 12 hours per day in a working day, up to 48 hours in a day-off Not allowed in two consecutive working days ▶ In more than two days-off in one calendar month
FLEXIBLE WORKING HOURS	The employer determines time slots in a day that are for mandatory presence. Outside of these mandatory time slots each employee is allowed to set his start and end working hour observing the total duration of the working time in the employment agreement.	<ul style="list-style-type: none"> ▶ Up to 12 working hours per day ▶ 48 hours minimum weekly break

What is the benefit for you?



Meeting business needs

Flexible working time allows you the opportunity to utilize the working force in the company in the most efficient way taking into consideration the business needs and the fluctuating workload levels throughout the year



Legal compliance and limiting exposure

Introduction of legally permissible flexible working time model in compliance with all the rules and regulations reduces the risk for legal claims from employees and sanctions from the Labour Inspectorate



Employees' benefit

Employees like flexibility. And predictability.

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