

## Working hours for technical and administrative staff

This agreement applies to technical and administrative staff employed at Högskolan i Gävle. This does not apply to agreements about unregulated working hours.

Local agreement according to chapter 4, section 26, ALFA (General Salary and Benefit Agreement for Government Employees). In other respects, ALFA applies according to existing sections.

### **Section 1 Regular working hours**

*For full-time employees, the average regular working hours for weekdays Monday to Friday are 40 hours a week, which corresponds to 8 hours a day.*

*For part-time employees, the working hours are calculated in proportion to full-time work.*

*The working hours include compensatory hours for all days off between holidays (weekdays between two holidays).*

*An employee may be instructed to work on a workday between two holidays to meet the authority's requirements on opening hours and service. The employee is compensated with time off for an equal amount of time, at a later occasion. The employee's preferences concerning when this compensation takes place, should be considered in so far as possible.*

### **Section 2 Reduction of work hours**

The working hours for the below stated working days should be reduced with the number of hours evident in the table. In part-time work, the working hours are reduced in proportion to the extent of the employment. Easter, Whitsun, midsummer, Christmas and New Year's Eve are holidays.

| <b>Working day</b>            | <b>Time</b> |
|-------------------------------|-------------|
| Twelfth Night                 | - 4         |
| Maundy Thursday               | - 4         |
| Walpurgis night               | - 4         |
| The day before All Saints day | - 4         |

### **Section 3 Regulation of the salary at sick leave for part-time employees with concentrated work**

The average working hours for the limited period (week, 14 days) are distributed equally over all the days of the period. According to the ALFA model, appendix 4.

### **Section 4 Flexible working hours**

The higher education institution applies flexible working hours, which means that each employee may locate the working hours according to personal preferences, if the activities allow it.

#### **Time intervals**

Flexible working hours include the two time intervals between which the employee may begin and finish the work during the day.

Flexible working time intervals: Morning 7 am - 9am, afternoon 3 pm - 6 pm. The earliest and latest hours when flexible working hours may begin and end in a working day.

#### **Regular hours**

Regular hours are between 9 am - 3 pm, with at least 30 minutes lunch break between 11 am - 1 pm.

#### **Plus and minus hours**

Hours exceeding the regular working hours for a month, plus time, may be transferred to the following

month's flexitime report. Plus hours may be used as time off (also whole days) - application for leave to the immediate supervisor. Hours below the regular amount of working hours for a month, minus hours, are transferred to the following month's flexitime report.

#### **Limitations on flexitime**

Limitation of +50 hours of plus time and -25 hours of minus time. If the plus hours exceed +50 hours, hours exceeding this limit are removed at the turn of the year. If the minus hours exceed -25 hours, deduction from the salary on the differential is carried out at the turn of the year.

#### **Reporting working hours**

Individual registration of working hours is made and reported to the immediate supervisor, generally at each turn of the month.

#### **Sick leave, sick child leave, holiday, etc.**

At leave for a whole day due to illness, care of ill child, holiday, courses, compensatory leave etc., regular working hours are reported on the flexitime form.

#### **Regulation of flexitime and overtime when employment is terminated**

In termination of employment, the balance must be regulated to zero. If plus time has not been used as time off because of the work, compensation for remaining plus time should be added to the salary. The plus time is reported in a form for overtime/additional time, *with a comment that it concerns flexitime*. If minus time remains, it should be regulated by agreement between the head and employee.

#### **Section 5 Working hours at business trips**

See travel agreement.

#### **Section 6 Period of validity**

The period of validity is until further notice with a mutual period of notice of 3 months.

#### **Section 7 Effective date**

The agreement comes into force October 1, 1998. *Revised 27-11-2008 to come into effect 01-01-2009.*

At the protocol

Revised

Yvette Augustsson

Bengt Wirbäck, employer, date

Lars Borbos, OFR, date

Bengt-Åke Lindblom, Saco-S, date