



## 2.2.3 Working Hours

Working hours comply with national laws or benchmark industry standards, if there are no laws in place. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average.

Overtime shall always be voluntary, should not exceed 12 hours per week, shall not be demanded on a regular basis and shall generally be compensated at a premium rate. Adequate rest breaks (for heavy or dangerous work allow longer and more frequent breaks) shall be given.

N°	Control Points Working Hours	MAX	Score	
1	Weekly working hours are as a rule (0) far higher (1) slightly higher <b>(2=M)</b> in line with national labour legislation (3) lower than required (for normal wage)	4 M=2		
2	Usual weekly working hours are (0) far more than 48 hours (1) slightly more than 48 hours (2) not more than 48 hours (3) equal to or less than 40 hours	3		
3	Documentation of working hours and overtime is (0) not trustworthy/not existing <b>(1=M)</b> existing but relatively poor (2) good	2 M=1		
4	Overtime is obligatory for the workers: (0) fully at discretion of the employer / very regular; (1) whenever needed; more than 6 weeks/year; <b>(2=M)</b> overtime is not obligatory <sup>7</sup> ; (3) very worker-friendly overtime practices (very little/flexible overtime)	3 M=2		
5	Maximum working hours per week (including overtime) (0) exceed 60 hours/week by far <b>(2=M)</b> do not exceed 60 hours/week <sup>8</sup> (3) equal or less than 46 h (4) < 42 hours	4 M=2		
6	Overtime is (0) not remunerated extra <b>(2=M)</b> remunerated according to local legislation; at least paid extra or can be time-compensated (3) remunerated at premium rate (even if required by law → 3 if paid at premium rate)	3 M=2		
7	Rest breaks & rest days, even during peak times: (0) none (1) some efforts, but not one day out of 7 guaranteed, e.g. during peak periods (2) one day in every 7-day period agreed and guaranteed. Adequate rest times during the day. (3) Two rest days per week. (4) 2 rest days per week plus exceptionally generous rest times.	4		
8	Flexibility for workers (working days and hours): (0) No flexibility, even upon request; (2) reasonable minimal working times; flexibility to meet also needs of workers; (3) special consideration is given to workers who need more flexibility in working hours (parents, young workers studying etc.); or very flexible working hours scheme; (4) exceptional flexibility	4		
9	There is (0) disagreement (1) some basic agreement, but e.g. not written or no problem with overtime at all (2) a written agreement between workers and employer regarding maximum and minimum normal weekly working hours, annual number of hours' variation and the periods during which these hours of variation may fall	2		
10	Annual paid leave: (0) not even official holidays granted; (1) legally required holidays / annual leave granted but not guaranteed; <b>(2=M)</b> official public holidays and annual leave granted as per local legislation; (3) more annual leave than legally required; (4) exceptionally generous vacation practices in local context; at least public holidays & 2 weeks paid leave	4 M=2		
<b>TOTAL</b>		<b>MAX</b>	<b>TNP</b>	<b>Score</b>
<b>Maximum Points / Total Norm Points / Effective Points</b>		<b>33</b>	<b>20</b>	

<sup>7</sup> In agriculture the following may in some cases be acceptable as M fulfilled: obligatory maximal during peak time (less than 6 weeks/year) and if agreed beforehand with workers; workers are ok with the situation.

<sup>8</sup> In exception, working hours may be averaged over a month, if there is a good overtime agreement (CP9) and sufficient rest periods are granted. In agriculture the following may be considered as M fulfilled: more than 60 hours only during short peak times (see above), if agreed with workers beforehand, always voluntary, with adequate rest breaks.