

Working Hours

TU/e

EINDHOVEN
UNIVERSITY OF
TECHNOLOGY



Working Hours

General

This working hours regulation is an elaboration of chapter 4, paragraph 1 of the cao-NU.

Definitions (cao-NU)

- Employment hours: The specifications of the employment contract documents determine the number of employment hours.
- Working hours: The actual hours in which the employee performs work.
- Business hours: The average opening hours within the organization.

Selection model for flexible working hours

Flexible working hours means that the employee agrees with his/her supervisor on a working time per week that differs from the usual full working time of 38 hours per week according to the cao-NU.

- Individual employees can select their working hours in accordance with the provisions stipulated in chapter 5 cao-NU and the TU/e [Selection Model for Conditions of Employment.pdf \(tue.nl\)](#).
- Agreements about the specifications of the working hours and periods are made during the annual review and/or when applying for selected working hours within the framework to the TU/e Selection Model for Conditions of Employment.
- The number of working hours per week for employees with a full-time working week is minimum 36 hours and maximum 40 hours.
- An employee with an employment contract of 50% or more of full-time employment can carry out his/her working hours within a bandwidth of maximum 2 hours more or maximum 2 hours less than the working hours determined by his/her employment contract.
- An average 40-hour working week is worked within an operating period of 78 hours.
- The basis is a standard working day of 8 hours. For employees with full-time employment and a selected working week of 40 hours, the working hours will usually be 5 x 8 hours. A choice of 36 working hours can be carried out for example in 4 days of 8 hours and 1 day of 4 hours or 4 days of 7 hours and 1 day of 8 hours.
- By extending the working hours, an employee can also work 4 days of 9 hours.
- Employees with part-time employment have additional variants for a working day. For example: The scope of the employment contract = 60%: choice of a 24-hour working week. These 24 hours can be performed for example in 1 day of 8 hours, 1 day of 6 hours and 2 days of 5 hours.
- In a full-time job, an employee is permitted to work maximum 160 hours during a period of 4 weeks.
- Employer and employee make agreements about the individual work schedule. The factors that affect this are the personal preferences, the number of working hours, opening hours of the building where the work takes place, the schedules of colleagues, and the extent that the individual's work allows the desired working hours.

Unusual working hours (shift schedule)

In certain staff categories and if necessary, a regulation for unusual working hours (shift schedule) is determined in consideration of the well-being in work and work circumstances or in compliance with the provisions in the Working Hours Act.

An unusual working hours regulation (shift schedule) is established by the departmental board/shift manager following consultation with the relevant employees.

The regulation is established by the Executive Board in consultation with OPTUE.

Registration

The employer registers the hours worked by the employees in such a way that supervision of compliance with the Working Hours Act can be carried out.

The following categories are exempt from registration:

- Interns/trainees.
- Employees that get at least three times the minimum wage (from salary number 11.10 respectively 12.4).
- Doctoral candidates, TOIOs (Technological Designers in Training).

Management units are responsible for the proper registration and its consequences/financial consequences, if registration is lacking.

Duration

This agreement was agreed upon in the local consultation meeting of OPTUE on June 24, 2014 and it is valid as of August 1, 2014 and is updated as on November 1, 2021.

Cancellation

When this agreement goes into effect, it cancels the Working Hours Regulation of TU/e.