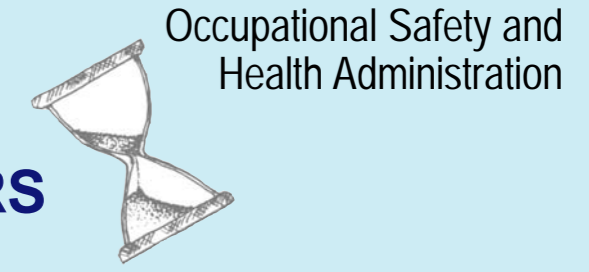


WORK SCHEDULE / WORKING HOURS REGISTER

Company _____ Employer _____ Payment ground _____
 Period of time y _____ Weeks _____ - _____

	worked hours																Paid €
	Mon	Tue	Wed	Thur	Friday	Satur day	Sunday	Total	Mon	Tue	Wed	Thur	Friday	Satur day	Sunday	Total	
Work Shift time																	
Ralisation time																	
Worked hours																	
Sunday work																	
Additional work																	
Evening work																	
Night work																	
Weekly rest period remuneration																	
Daily overtime																	
50 %																	
100 %																	
Weekly overtime / Period-based overtime																	
50 %																	
100 per cent (collective agreement)																	
Overtime working hours (earlier hours + now accumulated) {																	
from the beginning of the year															h	Total €	
from beginning of the actual 4-months-period ____/____ - ____/____															h		



MANAGING WORKING HOURS

The concept of working hours

Working hours are defined as the time spent on work and the time an employee is required to be present at a place of work at the employer's disposal. Thus the time which the employer spends at the place of work without actually performing work is considered working hours, as long as the employee can start working immediately. Additionally to the actual or main place where work is performed, "work place" may also refer to any place where the employer by virtue of his managerial prerogative has decided that the work will be performed. Travel time is not included in working hours if it does not constitute work performance,.

Working hours adjustment system

A working hours adjustment system must be prepared if the company applies regular weekly working hours or working hours in period-based work based on law or a collective agreement. The adjustment system must show at least the regular working hours for each week.

The working hours adjustments system must be prepared at least for the period within which regular working hours will *adjust to the set or agreed average*.

Work schedule and rest periods

The employer must prepare a work schedule in advance indicating *the beginning and end of the employees' regular working hours and the placement of the daily rest periods*.

The work schedule must normally be drafted to cover the same period as the working hours adjustment system, moreover, the employees must be notified *in good time and in written* of any changes to the working hours adjustment.

If the daily working hours exceed six hours, the employee must be granted a regular rest period of at least one hour during the shift. An employer and an employee can agree on a shorter rest period, but this may not be less than half an hour.

According to the general rule, an employee is entitled to an *uninterrupted rest time of at least 11 hours within 24 hours from the beginning of each work shift*. In period-based work, the employee must given a daily rest period of at least 9 hours.

According to the general rule, an employee is entitled to at least 35 hours of *uninterrupted free time each week*, preferably around a Sunday.

The concept of additional hours and overtime

If the contractual regular working hours are less than the maximum statutory regular working hours laid down in the Working Hours Act, the difference between the regular maximum working hours and the contractual regular working hours is *additional work*.

Daily overtime is work exceeding the daily maximum regular working hours provided in the Working Hours Act. *Weekly overtime* is work exceeding the weekly maximum of regular working hours provided in the Working Hours Act, but not the daily maximum of regular working hours.

Period-based overtime work is performed in addition to the maximum regular working hours determined for reference periods of two or three weeks as laid down under section 7 in the Working Hours Act.

The Content of the Working Hours Register

The employer must register *the hours worked* and *the relevant remunerations for each employee*. The working hours register may be kept together with the payment register or separately. The employer must enter:

- 1) the regular, additional, overtime, emergency and Sunday working hours and the relevant remunerations or
- 2) all hours worked and overtime, emergency and Sunday hours separately and the increases paid for them

It is recommended to use the first registration method for salaried employees and the second registration method for employees and officials paid by hour.

If the worked hours are entered in the register according to 1), additional work must be entered separately. Applying the latter alternative the additional work is already included in *all hours worked* and must not be registered separately.

Additional work must not be entered in the column for overtime work, even though the employees would have been paid increased wages or the additional work would be considered overtime in the collective agreement.

Worked hours considered overtime in the Working Hours Act must be legible in the working hours register without mathematical operations. Over time hours must be entered as effectively performed and not as increased hours.

Daily and weekly over time hours must be entered in separate columns due to the diverse compensation method. It is recommended that the over time work is specified in accordance with the remuneration percentages (50 % and 100 %).

Maximum amounts of over time work and agreement on additional over time

The maximum amount of overtime during a *four-month period* is 138 hours. This amount must not be exceeded.

The maximum amount of over time in a *calendar year* is 250 hours. Moreover, an agreement on a maximum amount of 80 additional over time hours may be made.

The local agreement is made between the employer and the shop steward, or if none has been elected, an employee representative. Should there be no elected employee

representative at the work place, the local agreement may be made between the employer and the whole personnel or employee and a personnel group provided that all employees of this personnel group approve this.

The local agreement must be made *in written* and state which part of the personnel it applies to and the agreed amount of additional over time.

Supervision of the over time accumulation and defining the reference periods

The employer must follow up the over time accumulation in real-time to ensure that the maximum amount of over time laid down for the periods of four months and for the calendar year is not exceeded.

The reference periods of four-months must follow each other sequentially. The employer may determine the first follow-up period to begin at the *turn of the calendar year* or to *begin at the beginning of the calendar when over time work first was performed*.

Remuneration payable on additional, over time and Sunday work and on weekly rest periods

For additional work, the employee must be paid a compensation at least equivalent to the salary payable for the agreed working hours.

For daily overtime, the employee must be paid a wage increment of 50 per cent for the first two hours and a wage increment of 100 per cent for hours beyond that.

For weekly overtime, a wage increment of 50 per cent must be paid.

For the first 18 hours of *overtime in period-based work*, which the employee performs in excess of the regular working hours during a *reference period of three weeks*, he or she must be paid the regular wage plus 50 per cent and for any further hours the regular wage plus 100 per cent. For the first 12 hours of *overtime in period-based work*, which the employee performs in excess of the regular working hours during a *reference period of two weeks*, he or she must be paid the regular wage plus 50 per cent and for any further hours the regular wage plus 100 per cent.

The employer and the employee may agree on converting the wages payable for additional work or overtime partly or completely into *corresponding free time*. The duration of free time corresponding to the overtime is determined in accordance with the principles of remuneration.

The collective agreement applied to the sector may contain provisions on additional work and overtime which derogate from the provisions in this Act.

The wage payable for Sunday work performed as part of *regular working hours* is twice the regular wage. This remuneration may not be converted into free time.

Remunerations provided by law or a collective agreement must be paid *additionally* to the Sunday remuneration paid on additional work, overtime and emergency work performed on a Sunday or church holiday.

If an employee exceptionally is required to work during the weekly rest period, the lost time of the weekly rest period may be compensated as a corresponding reduction of working hours or by paying the employee a sum corresponding the regular wages.

Presenting the Working hours Register and other documents

The working hours register and any locally made agreements on the regular working hours and additional overtime must be presented *on demand to a labour protection inspector and to the shop steward or OSH employee representative*.

Upon their request, the OSH authorities must be provided with a *copy* of the working hours register, any local agreement on working hours and additional overtime as well as the working hours adjustment system and the work schedules. The OSH representative supervising the safety and health at the work place has the right to obtain the same documents.

An employee or a party so authorized by an employee is entitled to a *written account* of the entries in a work schedule and working hour register concerning the employee.

Neglecting the Working Hour Register

The entries in the working hours must be truthful. An employer or employer's representative who neglects the working hours register, misuses or changes it or destroys, hides or makes it illegible, may be sentenced to a penalty prescribed in this Act.

When the working hours register has been neglected, the court usually trusts accounts and notes presented by the employer as ground for his or her claim.

Finland's five Occupational Safety and Health Divisions

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