



## Fact Sheet

### Working Hours at the Turn of the Year 2020/2021

The University's hours of operation will be reduced between Thursday, 24 December 2020 and Saturday, 2 January 2021. Information about which services and facilities (libraries, study areas, cafeterias, etc.) will continue to be available during this time will be published on [www.uzh.ch](http://www.uzh.ch).

The relevant working hours provisions reflect the corresponding decision of the Government Council of the Canton of Zurich, which also takes into account the special circumstances caused by the coronavirus pandemic.<sup>1</sup> These provisions apply to all employees employed until 31 December 2020 or longer.

For staff with an employment level of 100%, these reduced operations result in a total of 35 hours and 24 minutes of lost work.

Thursday, 24 Dec	4:12 h
Monday, 28 Dec	8:24 h
Tuesday, 29 Dec	8:24 h
Wednesday, 30 Dec	8:24 h
Thursday, 31 Dec	6:00 h
<b>Total</b>	<b>35:24 h</b>

Employees who **do not work** during the time period mentioned above must compensate for this lost work by taking vacation time or using their positive working hours balance (the number of hours required for part-time employees is calculated in the same way but proportional to their usual working hours).

As a result of the coronavirus pandemic, the Government Council has decided that the principle by which employees must take vacation before being able to compensate for extra hours does not apply when it comes to compensating work days at this turn of the year. Moreover, this compensation of extra hours will not count towards the maximum admissible 15 compensation days.

If an employee does not work on the aforementioned days, they may only record minus hours if they no longer have any overtime or vacation time available.

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<sup>1</sup> RRB 716/2020 dated 8 July 2020



With regard to carrying over working hours, the general provisions of § 121 of the Implementation Ordinance of the Employment Act apply.<sup>2</sup>

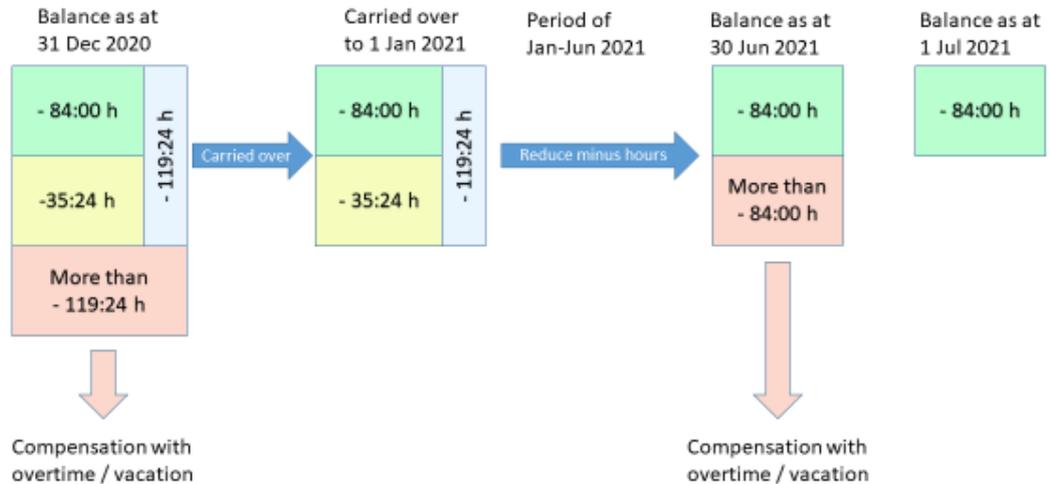
As of 31 December 2020, a *positive* working hours balance of no more than 84 hours may be carried over to the following year. If more than 84 hours are to be carried over, the approval from their next-higher line manager is mandatory; please refer to the relevant overview, which has been in force since June 2019 (ULB 2019/298).

	<b>Faculties</b>	<b>Central Services</b>	<b>Direct reports of members of the Executive Board</b>
<b>1. Approval</b>	Direct line manager (DLM)	Direct line manager (DLM)	Direct line manager (DLM)
<b>2. Signature</b>	Next-higher line manager level (at least head of institute/department)	Next-higher line-manager level (at least direct report of members of the EB)	Vice President Finances and Human Resources (DFP) Direct reports of the DFP: The President. Direct reports of the President: the DFP.
<b>Escalation level</b>	Dean	Member of the EB	None

As of 31 December 2020, as an exception due to the effects of the coronavirus pandemic a *negative* working hours balance of no more than 119 hours and 24 minutes may be carried over to the following year. This figure is based on 84 minus hours plus a balance of 35 hours and 24 minutes required to compensate for lost work at the turn of the year (based on full-time employment). These minus hours must be reduced to no more than 84 hours by 30 June 2021, which is half a year later than usual. Any balance of negative working hours that extends beyond 1 July 2021 must be compensated with overtime or vacation time. With this, the regular conditions according to § 121 para. 1 of the Implementation Ordinance of the Employment Act will be restored.

<sup>2</sup> A maximum of 84 hours of extra or minus hours can be carried over to the following year (based on full-time employment).

The process is shown in the following overview:



These measures will provide for the required flexibility when it comes to reducing any significant pandemic-related minus hours (e.g. as a result of insufficient workload and/or not being able to work due to care obligations) after 31 December 2020. The employees' direct line managers are responsible for checking compliance with this regulation and must assess and approve cases individually.

In the event of illness or accident between 24 December 2020 and 1 January 2021, the relevant working hours can be compensated at a later time (in the amount of up to 35 hours and 24 minutes).

These compensation regulations do not apply to employees who **do work** between 24 December 2020 and 2 January 2021. Compensation at a later time is not possible.

For information regarding taking and carrying over vacation balance, please refer to the relevant fact sheet on the [vacation](#) website.

*If you have any questions about this matter, please contact the responsible HR consultant in your Center of Competence.*

*Professors should contact the Professorships Department directly for questions relating to their own employment.*