

Parties: Lund University  
SACO  
OFR  
SEKO civil Skåne

Section 1

The parties have hereby reached an agreement on amended provisions on working hours for certain employees at Lund University. The agreement is concluded on the basis of Chapter 1 Section 3 of the General Agreement on Pay and Benefits (ALFA). The agreement is formulated as per the appendix.

Section 2

The agreement applies as of 1 January 1999 and has the same period of validity as the current ALFA agreement, with a notice period of three months.

Lund, 6 November 1998

Minutes recorded by:

A. Lomång

Verified by:

Lund University

SACO council

Staffan Svensson

Pehr Osbeck

SEKO civil Skåne

OFR

Sonja Bengtsson

Kajsa Eriksson

## **Provisions on working hours for certain employees at Lund University**

### Section 1

#### Flexible working hours (Chapter 4 Section 24 ALFA)

For employees other than teaching staff and employees in cleaning and maintenance, flexible working hours pursuant to the sub-appendix apply.

With reference to the need to adapt working hours to the requirements of the position, the employer may, after consultation with the relevant local employee organisation, decide that an employee or a group of employees are to be excluded from the flexitime system. In such cases, the provisions in Section 2 apply.

### Section 2

#### Working hours for employees who do not have a flexible schedule (Chapter 4 Sections 12 and 13 ALFA)

For employees other than teaching staff and cleaning and maintenance staff who do not have a flexible schedule pursuant to Section 1, the regular working hours are determined by the application of Chapter 4 Sections 12 and 13 of ALFA.

## **Flexible working hours**

### *The concept of flexible working hours*

#### Section 1

Flexible working hours refer to a regulation of regular working hours enabling employees to determine their own schedule within a fixed time-frame.

### *Fixed work schedule*

#### Section 2

An employee who wishes to work according to a fixed work schedule is to inform the head of department/unit manager in writing. The fixed work schedule may be different for different parts of the calendar year.

### *Limitation of the possibility of working a flexible schedule*

#### Section 3

Flexible working hours require an adaptation of the working hours to the needs of the position. When circumstances require it, it may be necessary for the management to order an employee to work according to flexible hours.

An employee who is on partial sick leave, partial retirement, partial statutory leave of absence or leave to care for a child is not obliged to work beyond the standard working hours.

### *Definitions*

#### Section 4

**Fixed hours** The hours between the start and end time on a working day in which the employee's presence is required in the workplace.

**Flexitime** The time interval in which an employee is free to choose to start or end their working day.

**Flexitime framework** The interval between the earliest time when the flexible working hours may start and the latest time they may end on a working day.

**Flexitime lunch break** The maximum interval in which an employee may schedule a compulsory break.

Standard working hours 8 hours for each working day from Monday to Friday. For certain days adjacent to statutory holidays, the standard working hours are 2 or 4 hours shorter pursuant to Section 6 ALFA. Midsummer Eve, Christmas Eve and New Year's Eve, as well as so-called squeeze days (Mondays-Fridays between two statutory holidays) are work-free days and the standard working hours for these days are 0 hours. For a part-time employee, the standard working hours are set in proportion to the part-time employee's percentage of full-time.

#### *The ordinary working hours schedule*

##### Section 5

The length of the ordinary working hours schedule corresponds to the standard working hours according to Section 4.

Employees are free to schedule their own working hours with reference to what is stated in this section. The working hours for a working day may exceed or fall short of the time stated in the first section. Employees are not to schedule their working hours on work-free days.

The fixed hours are the interval between 09:00 and 15:00. For days before statutory holidays when the working hours are reduced by 2 or 4 hours pursuant to Section 6 ALFA, the fixed hours are the interval between 09:00 and 13:30 or 09:00 and 12:00 respectively.

Flexible hours for the start of the working day are between 07:00 and 09:00 and between 15:00 and 19:00 for the end of the working day. For days before statutory holidays when the working hours are reduced by 2 or 4 hours pursuant to Section 6 ALFA, the flexible hours for the end of the working day are between 13:30 and 19:00 and between 12:00 and 19:00 respectively.

The flexitime framework is the interval between 07:00 and 19:00.

The flexitime lunchbreak is the interval between 11:30 and 13:30. Employees are to take a lunch break of at least 30 minutes so that they do not work for a period of more than 6 consecutive hours at a time.

For part-time employees, the fixed hours, flexitime, flexitime framework and, where applicable, the flexitime lunchbreak are to be specified through individual agreements between the employer and the employee. If no agreement is reached, the employer determines the hours after consultation with the relevant local employee organisation.

#### *Work-free day*

##### Section 6

Employees can be granted a whole day off work against a reduction of their additional working hours (see Section 8) corresponding to the standard working hours for the work-free day.

## *Overtime for employees with flexible working hours*

### Section 7

#### a) Overtime within the flexitime framework:

If an employee works additional hours beyond the standard working hours by managerial decision, these hours are considered overtime.

For a part-time employee, overtime is not calculated until the total number of working hours within the flexitime framework exceeds the standard working hours for a full-time employee. The provisions on additional hours in Chapter 4 Sections 8-11 ALFA do not apply.

#### b) Overtime for work outside the flexitime framework:

If an employee works additional hours outside the flexitime framework by managerial decision, these hours are considered overtime.

## *Registration of working hours*

### Section 8

Employees who have flexible working hours are to register their hours worked. This registration can be done automatically or manually. Manual registration consists of the employee reporting working hours on a form. If a fixed work schedule is applied as per Section 2, the employee does not need to register hours worked.

## *Balancing hours worked*

### Section 9

At the end of each calendar month, the hours worked by the employee during the month are checked against the standard working hours. At the end of the calendar month, the hours worked may exceed or fall short of the applicable standard working hours for that month (rolling monthly balance).

If the hours worked exceed (plus hours) or fall short (minus hours) of the standard working hours for the calendar month, the balance of plus or minus hours is brought forward to the next calendar month.

If the minus hours at the end of the month exceed 20 hours, the employee is to be notified that the minus hours at the next balance date are not to exceed 20 hours. If an employee repeatedly has minus hours exceeding 20 hours, the employer may decide, on this basis, that the employee is no longer to have flexible working hours.

The following points are to be observed when checking the balance of plus hours at the end of June and December. If the plus hours exceed 30 hours on those dates, 30 hours are normally carried forward and the rest of the plus hours are lost. In special circumstances, the employer may permit plus hours exceeding 30 hours to be brought forward to the following calendar month.

For employees working according to a fixed schedule according to Section 2, the hours worked are checked against the standard working hours at the end of December. If the balance shows plus or minus hours, the rules in the previous paragraph are applied.

#### *Deviations to the flexitime rules*

##### Section 10

The employer and the relevant employee organisation may conclude a local agreement on different rules or frameworks for flexible working hours than those in the present appendix.