

“What you need to know :”

Working hours are governed by precise and complex regulations, combined with a number of exemptions stipulated by the collective agreements.

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Ask us about the best systems for your company.

Statutory working hours

These are 35 hours a week for employees paid per month, i.e. 151.67 hours per month.

In certain sectors, longer working hours (for example 39 hours) are considered equivalent to the statutory 35 hours.

There are a number of mechanisms by which companies can better adjust working hours to variations in work load: distribution of working hours over the year, fixed hours agreements, banking of working hours...

Overtime

Working hours in excess of 35 hours a week (or the equivalent) are classed as overtime hours.

They are calculated per calendar week.

An increased salary is paid and/or time-off in lieu is awarded.



Failure to record all or part of overtime hours worked on the payslip constitutes an offence in respect of illegal work and is subject to a penalty of €45,000 and 3 years' imprisonment.



Make sure that the overtime has been carried out at your request.

Payment of overtime

The increased rate for overtime is determined by company agreement or occupational sector agreement and cannot be less than 10%. Unless agreed otherwise, it is :

- ✓ 25% for the first 8 hours of overtime, 50% from the 44th hour.
- ✓ In companies with less than 20 employees, each hour of overtime worked is eligible for a fixed deduction of employer contributions of €1.50.

Substitute time-off in lieu

All or part of the payment for overtime and the associated increased rates of pay can be substituted by an equivalent time-off in lieu.



Ask us about the procedure for applying time-off in lieu.

Annual quota

Employee representatives must be informed before working any overtime hours within the annual quota.

To be able to work more overtime than the quota established, the employee representatives must be consulted.

The quota is determined by company agreement or, failing this, by the occupational sector collective agreement.

If there is no collective agreement, the annual overtime quota is 220 hours per employee.

Overtime hours worked over the annual quota are eligible for compulsory time-off in lieu in addition to increased pay.



Ask us, some overtime is not allocated to the quota. Check with us.

Weekly working hours

Weekly working hours cannot exceed 48 hours.

Average weekly working hours cannot exceed 44 hours over a period of 12 consecutive weeks.



Failure to observe maximum daily and weekly working hours is penalised by a category 4 penalty of €750 per employee concerned.



Maximum working hours must also be observed for employees with more than one job.

Daily working hours

The maximum working hours per day is 10 hours.

No more than 6 hours can be worked in a day without a minimum break of twenty minutes.

The minimum daily time-off is 11 consecutive hours.

Weekly time-off

It is not permitted to employ someone for more than 6 days a week.

Weekly time-off must be 35 consecutive hours including Sunday as a general rule.

Permanent automatic exemptions and individual exemptions subject to authorisation can be made.



Ask us about the various exemptions possible.