



## Fact Sheet

*This is a translation of the original document in German. The translation is provided for information purposes only and has no legal bearing. Only the German document is legally binding.*

## Working Hours at the Turn of the Year 2023/2024

The University's hours of operation will be reduced between Saturday, 23 December 2023 and Tuesday, 2 January 2024. Information about which services and facilities ([UZH locations](#), [libraries](#), [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 decisions of the Government Council of the Canton of Zurich<sup>1</sup>, which apply to all employees employed until or beyond 31 December 2023.

For staff with an employment level of 100%, reduced operations over the turn of the year will result in a total of 25 hours and 12 minutes of lost work which is to be compensated.

Saturday, 23 December 2023	0:00 h
Sunday, 24 December 2023	0:00 h
Monday, 25 December 2023	0:00 h
Tuesday, 26 December 2023	0:00 h
Wednesday, 27 December 2023	8:24 h
Thursday, 28 December 2023	8:24 h
Friday, 29 December 2023	8:24 h
Saturday, 30 December 2023	0:00 h
Sunday, 31 December 2023	0:00 h
Monday, 1 January 2024	0:00 h
Tuesday, 2 January 2024	0:00 h
<b>Total</b>	<b>25:12 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).

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<sup>1</sup> RRB 622/2023 dated 24 May 2023



The principle by which employees must take vacation before being able to compensate for extra hours does not apply when it comes to compensating workdays 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.

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 2023, 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 employee must obtain the approval from their next-higher line manager; 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 of the University</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 Faculty Affairs and Scientific Information (PR FSI). Direct reports of the PR FSI: the President. Direct reports of the President: the PR FSI.
<b>Escalation level</b>	Dean	Member of the EB	None

As of 31 December 2023, as an exception<sup>3</sup> a *negative* working hours balance of no more than 109 hours and 12 minutes may be carried over to the following year. This figure is based on 84 minus hours plus a balance of 25 hours and 12 minutes required to compensate for lost work at the turn of the year (based on full-time employment).

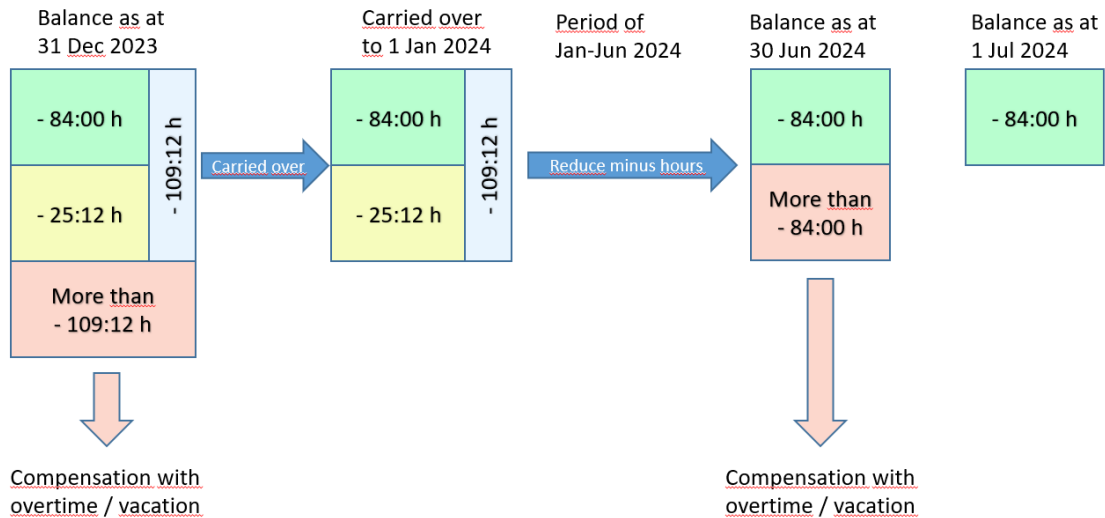
These minus hours must be reduced to no more than 84 hours by 30 June 2024, which is half a year later than usual. Any balance of negative working hours that extends beyond 1 July 2024 must be compensated with overtime or vacation time. With this, the regular conditions according to § 121 para. 1 of 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).

<sup>3</sup> E.g. in cases of longer absences from work due to illness or accident



The process is shown in the following overview:



The employees' direct line managers are responsible for checking compliance with this exceptional regulation and must assess and approve cases individually.

In the event of illness or accident between 23 December 2023 and 2 January 2024, the relevant working hours can be compensated at a later time (in the amount of up to 25 hours and 12 minutes).

These compensation regulations do not apply to employees who **do work** between 23 December 2023 and 2 January 2024.

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 Business Partner in your Center of Competence.*

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