



Fact Sheet

This English translation is provided for convenience purposes only. The original German text fully prevails.

Working Hours at the Turn of the Year 2024/2025

The University's hours of operation will be reduced between Tuesday, 24 December 2024 and Friday, 3 January 2025. 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.

The relevant working hours provisions reflect the corresponding decisions of the Government Council of the Canton of Zurich¹, which apply to all employees employed until or beyond 31 December 2024.

For staff with an employment level of 100%, reduced operations over the turn of the year will result in in total 35 hours and 24 minutes of lost work which is to be compensated.

Tuesday, 24 December 2024	4:12 h
Wednesday, 25 December 2024	0:00 h
Thursday, 26 December 2024	0:00 h
Friday, 27 December 2024	8:24 h
Saturday, 28 December 2024	0:00 h
Sunday, 29 December 2024	0:00 h
Monday, 30 December 2024	8:24 h
Tuesday, 31 December 2024	6:00 h
Wednesday, 1 January 2025	0:00 h
Thursday, 2 January 2025	0:00 h
Friday, 3 January 2025	8:24 h
Total	35:24 h

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).

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.²

¹ RRB 458/2024 dated 15 May 2024

² A maximum of 48 hours of extra or minus hours can be carried over to the following year (based on full-time employment).

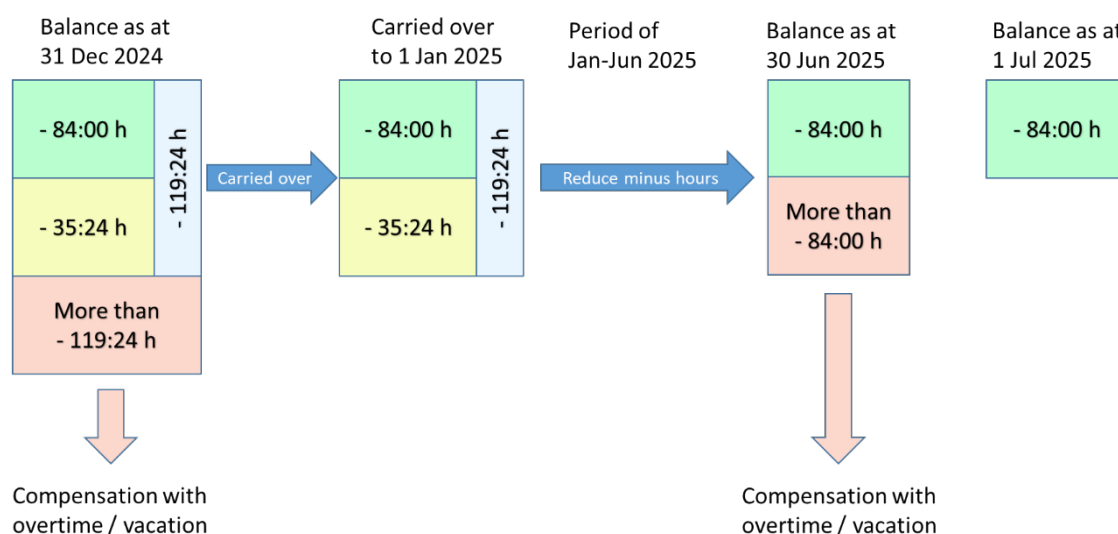
As of 31 December 2023, a positive working hours balance of no more than 84 hours may be carried over to the following year. In addition, 8 hours and 24 minutes may be carried over for compensating the 3 of January 2025. In total, a positive working hours balance of no more than 92 hours and 24 minutes may be carried over (84 hours plus 8 hours and 24 minutes, based on full-time employment). If more than this number of 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).

	Faculties	Central Services	Direct reports of members of the Executive Board of the University
1. Approval	Direct line manager (DLM)	Direct line manager (DLM)	Direct line manager (DLM)
2. Signature	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)	<ul style="list-style-type: none"> – Vice President Faculty Affairs and Scientific Information (PR FSI) – Direct reports of the PR FSI: the President – Direct reports of the President: the PRI FSI
Escalation level	Dean	Member of the EB	None

As of 31 December 2024, as an exception³ 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 2025, which is half a year later than usual. Any balance of negative working hours that extends beyond 1 July 2025 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.

The process is shown in the following overview:



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

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 24 December 2024 and 3 January 2025, 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 2024 and 3 January 2025.

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.