



## 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 2025/2026

The University's hours of operation will be reduced between Wednesday, 24 December 2025 and Friday, 2 January 2026. 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 2025.

For staff with an employment level of 100%, reduced operations over the turn of the year will result in total 27 hours of lost work which is to be compensated.

|                             |                |
|-----------------------------|----------------|
| Wednesday, 24 December 2025 | 4:12 h         |
| Thursday, 25 December 2025  | 0:00 h         |
| Friday, 26 December 2025    | 0:00 h         |
| Saturday, 27 December 2025  | 0:00 h         |
| Sunday, 28 December 2025    | 0:00 h         |
| Monday, 29 December 2025    | 8:24 h         |
| Tuesday, 30 December 2025   | 8:24 h         |
| Wednesday, 31 December 2025 | 6:00 h         |
| Thursday, 1 January 2026    | 0:00 h         |
| Friday, 2 January 2026      | 0:00 h         |
| <b>Total</b>                | <b>27:00 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).

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.

<sup>1</sup> RRB 275/2025 dated 12 March 2025

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 2025, a **positive** working hours balance of no more than 84 hours may be carried over to the following year. 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).

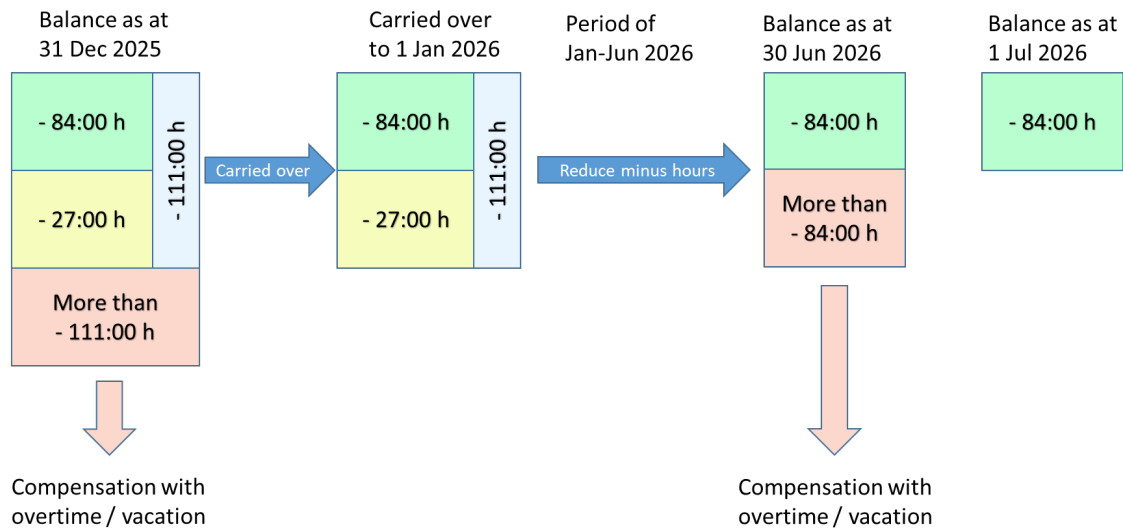
|                         | <b>Faculties</b>   | <b>Central Services</b>  | <b>Direct reports of members of the Executive Board of the University</b>   |
|-------------------------|--|--|---|
| <b>1. Approval</b>      | Direct line manager (DLM)  | Direct line manager (DLM)  | Direct line manager (DLM)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

As of 31 December 2025, as an exception<sup>3</sup> a **negative** working hours balance of no more than 111 hours may be carried over to the following year. This figure is based on 84 minus hours plus a balance of 27 hours 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 2026, which is half a year later than usual. Any balance of negative working hours that extends beyond 1 July 2026 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:

<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 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 2025 and 2 January 2026, the relevant working hours can be compensated at a later time (in the amount of up to 27 hours).

These compensation regulations do not apply to employees who **do work** between 24 December 2025 and 2 January 2026.

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.