

## Flexitime

The normal working time for employees is **8 hours a day** and **40 hours a week**.

Flexitime can introduce a certain flexibility in working time thanks to a reference period. The working time will thus be calculated not on a single week, but on a reference period (of 1 month, for instance).

In any event, the maximum working time may not exceed 10 hours a day or 48 hours a week.

In concrete term, flexitime enables each employee to arrange his or her daily working time and schedule individually to suit his or her personal convenience, with due account of:

- the needs of the department;
- the justified wishes of the other employees;
- and the maximum working time (i.e. 10 hours a day and 48 hours a week).

Under flexitime, the employer can determine:

- fixed daily time slots during which the employee has to be present;
- flexitime slots that the employee can arrange to suit his or her convenience. The flexitime regulation nonetheless provides that the employer may on occasion require the employee to be present during a flexitime slot (for instance for a meeting, a training course, etc.);
- the number of excess hours that can be carried over to the next reference period;
- the period granted to offset any working time deficit on the subsequent reference period.

At the end of each reference period, the employer must proceed to a personal statement of the number of hours worked.

➔ **If the number of hours indicates excess hours from the legal or contractual working time:**

- This surplus may be carried forward to the subsequent reference period, in accordance with the organization of flexitime (only for a reference period of less than or equal to one month); or
- This surplus constitutes additional working time, fully or partially (if not all the hours are carried forward to the subsequent reference period) if put in at the employer's request for the needs of the department.

→ **If the statement indicates a deficit of hours:**

- This deficit can be offset during the subsequent reference period, in accordance with the organization of flexitime; or
- This deficit can be made up by hours of leave, deducted from the employee's account with the latter's consent.

The decision to introduce flexitime and the frequency, content and procedures, including changes, thereof shall be taken under a collective labour agreement, a subordinated agreement, an agreement on cross-industry social dialogue, or a mutual agreement between the company and the staff delegation or, in the absence of the latter, the employees concerned.

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