

## **FLEXIBLE WORKING HOURS AGREEMENT**

### **1. Agreement**

SIPRI-ST and SIPRI-SACO have with SIPRI reached an agreement on the following working-hours rules at SIPRI. The agreement is made on the basis of ALFA, Allmänt löne - och förmånsavtal, 4 chapter.

### **2. Participating personnel**

The agreement shall apply to the support staff at SIPRI.

### **3. Fixed working hours**

The fixed working hours shall be from 09.30 until 15.15 Monday through Friday. Presence at work is compulsory during this time.

All absence from the Institute during the fixed working hours must be approved in advance by the employee's supervisor.

### **4. Flexible working hours**

SIPRI's official open hours are 08.30-16.30 Monday through Friday. The switchboard will be open during these hours, except for 12.00-13.00. The period of flexible working hours begins at 07.00-9.30 and ends at 15.15-21.00 Monday through Friday.

Part-time staff shall reach an agreement with their supervisors for their period of fixed working hours. For part-time staff, a period of flexible working hours corresponding to those of full-time staff shall apply. Those departments or sections which must be open during the official open hours shall arrange their flexible schedules so that at least one person from the department or section is at the institute from 09.30-15.15 each working day.

### **5. Lunch flex**

SIPRI and the switchboard shall be closed during the lunch break, from 12.00 until 13.00. Staff is not required to clock out or back in again at the lunch break as flexible hours, after approval by the supervisor. For an absence from the office which includes the lunch break, the system will deduct 30 minutes from the absence as lunch break.

### **6. Clocking in and out**

Arrival time at work and departure time shall be registered regardless of reason, except for the normal lunch break.

### **7. Working time per week and day, *normal time***

The total working time for full-time work is on an average 39 hours 45 minutes per week, 7 hours 57 minutes per day. Working time per working day is called *normal time*.

*Normal time* for part-time work is as follows, expressed as a percentage of full time:

100%	80%	75%	70%	60%	50%	40%
7h 57m	6h 21m	5h 58m	5h 34m	4h 46m	3h 59m	3t 10m

*Normal time* for staff working full time shall be 08.03-16.30.  
A working week is five times *normal time*.

Leave of absence without pay deduction, e.g. for a doctor's appointment, may only be counted as working time if it occurs within the *normal-time* frame.

### 8. End-of-the-month balance

The balance of flex hours on the last day of each month may not be more than plus 70 hours or minus 10 hours. If the balance of hours then is greater than the permitted number of plus hours, the automatic time system reduces the balance to the permitted limit and the surplus hours are lost. If the lower limit has been exceeded, a salary deduction is made.

A surplus in the balance of hours - plus 50 hours or less - is to be taken out as leave. In agreement with the supervisor, such leave may be taken in periods of at most 5 days in succession.

Reports of deficit or accrued additional hours shall be made to staff supervisors at the end of each month. Only a person's supervisor shall be given access to such information.

### 9. Overtime and extension time

See separate local overtime agreement.

### 10. Period of validity

The agreement replaces the previous agreement from 2001 and is valid from January 1, 2009. The agreement ends three months after the notice.

For SIPRI

For SACO

For ST