[Template]

Policy regarding time registration

Purpose

As a company, we are responsible for creating a good and safe working environment.

According to the Act on Working Time, it is a requirement that all employees must register their daily working hours, unless the employee is exempt from registration in their employment contract.

Time registration system

[For companies with pre-entered arriving and leaving times or pre-entered total daily working hours]

[When registering your working hours, you must use our [System name]. The working hours are pre-entered [with the total sum per day] [with arriving and leaving times] in our time registration system, so you only need to change the working hours if there are deviations from the pre-entered working hours. This applies both if you work more or less than the specified number of hours.

You must register your working hours [every day] [by the end of the week at the latest] [within [x] days]. This deadline is to ensure that the registrations are reliable.]

*Or*

[For companies without pre-entered working hours]

[When registering your working hours, you must use our [System name]. You must enter your working hours [with the total amount per day] [with arriving and leaving times] in our time registration system.

You must register your working hours [every day] [by the end of the week at the latest] [within [x] days]. This deadline is to ensure that the registrations are reliable.]

When is considered as working hours?

When referring to working hours, it means the period during which you are at work and/or are at the disposal of [the company]. Resting time means all time that is not working hours.

It should be noted that this policy solely addresses the registration of working hours and does not cover any potential remuneration for working hours.

[Some of the most common situations are outlined below. It is up to the company how many situations you want to describe.]

**Meal breaks**

[Self-paid meal breaks must not be registered as working hours.]

*or*

[Company-paid breaks during which you are available must be considered as working hours and must be registered.]

*or*

[Company-paid breaks during which you are not available must not be registered as working hours.]

**Courses and training**

If you participate in courses/training approved by [THE COMPANY], the time for the mandatory parts of the course must be registered as working hours.

In the case of an overnight stay due to a work-related multi-day course, the time that is not mandatory for the course is considered as resting time.

[It is important that the company clarifies which time is mandatory.]

**Travel time and driving**

Transport to and from your regular workplace is not to be registered as working hours.

Travel time to and from a workplace other than the regular workplace is considered working hours to the extent that it exceeds your normal travel time to the workplace. You must therefore deduct your normal travel time when registering.

[Only included if the company has employees without a fixed workplace]

[If you do not have a fixed workplace, transport time from your own residence to different workplaces is considered as working hours to the extent that the company can control your transport time.]

[If it concerns a reserve - characterized by being employed from shift to shift - travel and waiting time are considered as resting time, regardless of whether they receive compensation for travel and waiting time.]

Travel time imposed by the employer or necessary for the work to be carried out, such as visits between two restaurants, hotels, or similar, is considered as working hours and must be registered.

**On-call duty**

On-call duties at home are considered as resting time, unless you are significantly restricted from engaging in your personal and social interests.

[It is important that the company clarifies whether the employee is restricted. The assessment includes the following elements:

* How much time does the employee have to report to work? [length of the call-out deadline]
* How often must the employee be available?
* Can the employee refuse the shift, or are there multiple employees on the same shift?]

If you are called to work during an on-call duty, this work must be registered.

On-call duties at the workplace are considered as working hours.

**Company events**

The parts of the event that are mandatory are considered as working hours. The rest of the time you spend is considered as resting time.

[It is important that the company clearly indicate whether attendance at the event is mandatory and to what extent.]

**Work from home**

If you take a phone call or reply to emails while on the train or at other times during your spare time, it is not considered to be at work. Therefore, only the time spent on the call or email should be registered as working hours.

The time you work voluntarily outside of normal working hours is considered as working hours.

**Child sick**

There is no expectation that you work when your child is sick. Therefore, "child sick" is not to be registered as working hours

Obligations

You can and must only register your own working hours. Registering hours for anyone other than yourself will be considered a breach of the obligation of loyalty, which may have employment-law-related consequences.

If you find yourself working significantly beyond your agreed working hours, you must inform your manager.

Control of the working time registrations

[THE COMPANY] will monitor the registrations on an ongoing basis in order to ensure compliance with the regulations of resting time.

It is your responsibility to adhere to the policy regarding the registration of working time. Failure to comply with the above may have employment-law-related consequences.

Storage and accessibility

All registrations can be found [x] and will be stored for 5 years.

GDPR

[COMPANY] collects registrations of working hours to ensure that we comply with our obligations in relation to the rules regarding the registration of working hours under the Act on Working Time.

[COMPANY] uses Article 6 (1) (c) of the General Data Protection Regulation and Section 12 of the Act on Data Protection as the legal basis for processing this information, as it involves general information that is necessary to fulfill the employment contract with you and to fulfill the company's obligations under the Act on Working Time.

You can read more about the processing of personal data in [COMPANY]'s guidelines on this matter.

If you have any questions regarding [the company]'s guidelines for the registration of working hours or our time registration system, please feel free to contact [HR].

May 27, 2024