

# §20 AZG Exceptional cases

## General

According to the Austrian Working Hours Act, the maximum daily working time is currently 10 hours. Exceeding this maximum working time is only permitted in justified exceptional cases (see [§20 of the Working Time Act](#)<sup>1</sup>).

### WARNUNG

It should also be noted that in exceptional cases where this rule cannot be complied with, work must be reported to the Labour Inspectorate in writing (within 4 days)!

Therefore, the time in the personnel cloud that exceeds this limit is capped ( cut off ) by default and shown as unvalued time in the journal.

With the help of the request **§20 AZG Exceptional cases**, this unvalued working time, which had to be performed due to a valid case of exemption, can be reclaimed.

- **Date**
  - the date for which the maximum daily working time may be justified
- **Comment**
  - Reference should be made here to the nature of the exceptional case
- **Daily working hours**
  - Depending on whether the application has already been approved or not, the capped or uncapped **real time** appears here at

If the daily maximum working time is exceeded, the journal shows the following:

- Booking 06:00 to 20:00 = 13:30 hours working time (14 hours minus 30 minutes lunch break) - due to the capping only 10:00 hours are shown as a **real time**, the missing 3:30 hours are shown as unvalued working time.

Datum	Tag	K	FB	Buchungen	FE	Fehlgründe	Sollzeit	Istzeit (anrechenb. Anw.)	unbew. Arbeitszeit	Summe	Saldo	Autom. Pausenabzug
06.07.2015	Mo	7	-	06:00 - 20:00	-		3:51	10:00	3:30	21:33	0:00	0:30

To be credited with the unevaluated (capped) time of 3:30 hours, the employee must complete the application and click on the **Start Process** button to forward it to the manager for approval:

Prozess starten | Journal ausblenden

tägl. Berechtigung(en): - 10h. Kappung deaktivieren

Datum: 06.07.2015

Bemerkung: Die Systemstörung, die am 06.07.2015 um 17:53 aufgetreten ist, musste umgehend behoben werden!

Tagesarbeitszeit: 10,00

In außergewöhnlichen Fällen kommen insbesondere folgende Regelungen nicht zur Anwendung:

- Begrenzung der Normalarbeitszeit

After starting the process, you will be forwarded to the **Open Requests** overview, where you will see all your open requests in chronological order according to when they were created (for more information, see Open Requests). [Offene Anträge](#)<sup>2</sup>

If the manager finally approves the request, the real actual time is immediately visible in the journal - the automatic pause reduction remains.

Journal												
Juli 2015												
Datum	Tag	K	FB	Buchungen	FE	Fehlgründe	Sollzeit	Istzeit (anrechenb. Anw.)	unbew. Arbeitszeit	Summe	Saldo	Autom. Pausenabzug
06.07.2015	Mo	8	-	06:00 - 20:00	-		3:51	13:30	0:00	25:03	0:00	0:30

## Approval process

*Applicant* --> *Manager* for approval

1. [http://www.jusline.at/20.\\_Au%C3%9Fergew%C3%B6hnliche\\_F%C3%A4lle\\_AZG.html](http://www.jusline.at/20._Au%C3%9Fergew%C3%B6hnliche_F%C3%A4lle_AZG.html)
2. [/daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\\_getMyOpenRequests.act.html](/daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyOpenRequests.act.html)