§20 AZG Special 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[1]).

> **W A R N U N G**
>
> 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 Personalwolke 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 Special 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 time**
  Depending on whether the request has already been approved or not, the capped or uncapped **real time** appears here

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.

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

After starting the process, you will be forwarded to the **Uncompleted Requests**[2] overview, where you will see all your open requests in chronological order according to when they were created.

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

Approval process

Applicant --> *Manager* for approval

1. 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