Adjusting working time for Dec. 24 and Dec. 31

General[1]

Case 1: Christmas Eve and New Year's Eve are treated like normal holidays[2]

Case 2: Dec. 24 holiday without target time / Dec. 31 working day[3]

Case 3: Dec. 24 half working day / Dec. 31 half working day, variant 1[4]

Case 4: Dec. 24 half working day / Dec. 31 half working day, variant 2[5]

Display "Planned / Unplanned vacation"[6]

General

Dec. 24 and Dec. 31, i.e. Christmas Eve and New Year's Eve, are not statutory holidays in Austria. Depending on the industry, the working time rules for these two days are handled differently.

Depending on the applicable law, collective agreement or works agreement, Dec. 24 and Dec. 31 are treated as a day off, as a half working day/vacation day, or as a normal working day.

In some constellations, these rules must be taken into account in employees' working time models, e.g.

- Full-time, all-in, flat-rate employees with an even distribution of the daily target time
- Full-time, all-in, flat-rate employees with an uneven distribution of the daily target time, e.g. Mon-Thu 8 h, Fri 6 1/2 h
- Part-time with part-time factor and an even distribution of the daily target time
- Part-time with part-time factor and an uneven distribution of the daily target time, e.g. Mon-Thu 8h (50% = 4h), Fri 6 1/2h (50% = 3 1/4h)
- Part-time without part-time factor and an uneven distribution of the daily target time, e.g. Mon-Tue 5h, Wed-Fri 0h

Below you will find a description of how to record these different rules.

Case 1: Christmas Eve and New Year's Eve are treated like normal holidays

In this case, the normal holiday daily schedule is stored in the weekly schedule as the daily schedule. In time tracking, Dec. 24 and Dec. 31 are therefore evaluated as a normal holiday. Because there is no target time, no vacation settlement takes place.

Overview:

Summary	
Dec. 24 target time	0, recorded via weekly schedule / holiday daily schedule
Dec. 24 vacation settlement	none
Dec. 31 target time	0, recorded via weekly schedule / holiday daily schedule
Dec. 31 vacation settlement	none

Case 2: Dec. 24 holiday without target time / Dec. 31 working day

In some collective agreements (e.g. the banking agreement), Dec. 24 is treated as a holiday and Dec. 31 as a normal working day. In the weekly schedule, therefore,

- Dec. 24 is stored with the holiday daily schedule

- Dec. 31 is stored with no daily schedule (the daily schedule of the weekday on which Dec. 31 falls applies)

In time tracking, Dec. 24 is therefore evaluated as a normal holiday. Because there is no target time, no vacation settlement takes place. Dec. 31, however, is a normal working day, so a vacation day is deducted.

Overview:

Summary	
Dec. 24 target time	0, recorded via weekly schedule / holiday daily schedule
Dec. 24 vacation settlement	none
Dec. 31 target time	Yes, recorded via weekly schedule, no daily schedule
Dec. 31 vacation settlement	Yes, full day

Case 3: Dec. 24 half working day / Dec. 31 half working day, variant 1

In some collective agreements (e.g. IT), Dec. 24 and Dec. 31 are treated as half working days. In the weekly schedule, a daily schedule with, for example, morning working time (8:00 - 12:00 = 4.0) is therefore stored for Dec. 24 and Dec. 31.

Which amount or times ultimately apply depends on the works agreement, i.e. the company-specific rules.

If vacation is taken, the vacation entitlement or the vacation used also only has to be reduced or credited by 1/2 day.

The 1/2 vacation day is therefore taken into account in the remaining vacation account and all other relevant accounts, and is credited automatically on the calendar day after the vacation was taken.

Target time restrictions

If a fixed amount has to be credited, e.g. half the target time, this can lead to incorrect results for employees with an uneven distribution of the daily target time:

In the example, full-time is distributed as follows

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Target time	8h	8h	8h	8h	6 1/2h	0h	0h

Therefore, a fixed target time of 3.51h (half the normal daily target time) must be entered in the daily schedule for both days, Dec. 24 and Dec. 31:

Day	Normal target time	Desired target time		
Mon, Dec. 24	8h	4h	correct	
Fri, Dec. 24	6 1/2h	3 1/2	incorrect	

Overview:

Summary	
Dec. 24 target time	via weekly schedule, separate daily schedule for Dec. 24 and Dec. 31
Dec. 24 vacation settlement	Yes, 1/2 day
Dec. 31 target time	via weekly schedule, separate daily schedule for Dec. 24 and Dec. 31

Dec. 31 vacation settlement	Yes, 1/2 day

Case 4: Dec. 24 half working day / Dec. 31 half working day, variant 2

For employees who have a different target time for each weekday, there is a second way to implement the requirement: no daily schedule is stored in the weekly schedule for the special days Christmas Eve and New Year's Eve.

In this example, we have a part-time model with the following target times

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daily sched. 5 Target time 5h	Daily sched. 5 Target time 5h	Daily sched. 4 Target time 0h	Daily sched. 4 Target time 0h	Daily sched. 4 Target time 0h	Daily sched. 2 Target time 0h	Daily sched. 2 Target time 0h

For Christmas Eve and New Year's Eve, a target time of, say, 4 hours is now to apply. However, this applies only on days on which work is done (Monday, Tuesday). On the days off (Wednesday-Friday), there is no credit!

Because there is no replacement daily schedule for Christmas Eve and New Year's Eve, a credit amount must now be entered in the daily schedules for Monday and Tuesday (daily schedule no. 5). This amount then reduces the target time through the settlement. In the example above, that would be 1h (5h target time - 1h credit = 4h new target time). How to enter the credit is explained HERE (tab 3)[7].

The credit is applied **without** taking the part-time factor into account!

If vacation is taken, the vacation entitlement or the vacation used also only has to be reduced or credited by 1/2 day.

The 1/2 vacation day is therefore taken into account in the remaining vacation account and all other relevant accounts, and is credited automatically on the calendar day after the vacation was taken.

Restrictions for times / overtime accounts

Because the same daily schedule as for a normal working day still applies on the two special days, the parameters for

- core time, normal working time, frame time
- overtime accounts and times

are still valid!

If, for example, 100% overtime is to be charged in the afternoon, this parameterization cannot be used!

Overview:

Summary	
Dec. 24, target time	via credit amount in the daily schedule for Dec. 24
Dec. 24 vacation settlement	Yes, 1/2 day
Dec. 31 target time	via credit amount in the daily schedule for Dec. 31
Dec. 31 vacation settlement	Yes, 1/2 day

Display "Planned / Unplanned vacation"

The correction of vacation days by 1/2 day is **not** taken into account in the time accounts "Planned vacation" and "Unplanned vacation" (e.g. in the info on a person, in the Correction-Client/Day view)!

Any hourly reduction of the target time ("Dec. 24 half working day / Dec. 31 half working day, variant 2") is likewise not taken into account in a preview!

Keywords: Christmas, New Year's Eve, holiday, create daily schedule, working time, retail

1. /daisy/webdesk-manual-admin/9876-dsy.html?language=4