

**Fact-sheet** –Working hours: Standards, Time records, Waivers and Rest days/breaks



What is the objective?

Why is it important to limit the working hours?

- To protect workers’ physical and mental health;
- To avoid absenteeism;
- To ensure high productivity.

In order to limit the working hours, the factory should have a system in place that includes the recording of working hours, but also the management of production planning and workload chart.



How to achieve the objective?

**1- What is required by ICS Code of Conduct, international standards and/or local regulations?**

- Provide frameworks for regular working hours: daily/ weekly/ monthly/ yearly basis
- Provide limits to overtime per day request and voluntary agreement
- Compliant waiver documents: Document issued by local authorities allowing the facility to work in excess of legal limit of working hours within a set period of time (e.g. per month) as long as the hours worked are equal to or below the average allowable work hours for the entire period of the waiver (e.g. 6 months, 1 year etc.).
- Provide: fixed daily/weekly (1 day off out of 6 days worked) rest period
- Allow worker to apply for annual leave
- Respect the classification of workers concerning hours and days worked.

**2- What is expected from production sites?**

- Daily**
  - Provide a weekly rest day set by ILO Convention C001 1919\* (at least 1 day-off out of 6 worked days)
  - Maintain accurate attendance records\*\* for working hours, overtime and rest days
  - In the case of an electronic time keeping system: make sure that all workers understand how to use it
  - In the case of a manual time keeping system: ensure to maintain accurate separate records for overtime. Local legislation should be taken into account if it requires more details in the time records (e.g. signature of time records by workers).
- Monthly**
  - Maintain the payrolls describing the payments, calculations and hours
  - Detail the pay slips provided to the workers: deductions, bonuses, regular hours and overtime payment. Local legislation should be taken into account if it requires more details in the payroll records (e.g. signature of records by workers).

\*[https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100\\_ILO\\_CODE:C001](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C001)

\*\*accurate attendance records: workers actual in and out time, actual rest breaks and all required information.

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TYPE AND CLASSIFICATION OF WORKERS

**Type of workers**

- Temporary
- Contractor
- New worker
- Permanent

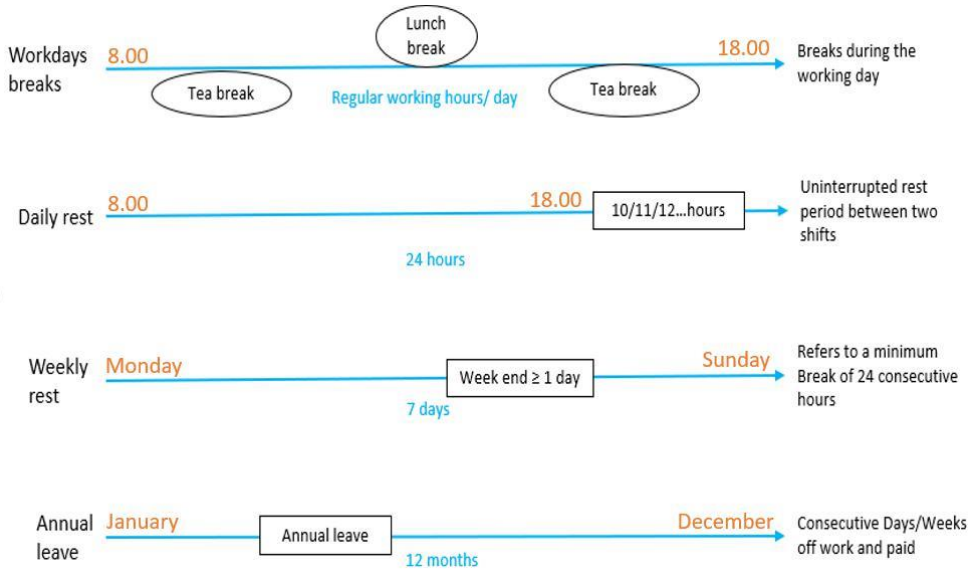
**Classification of workers**

- Piece rate workers
- Salaried worker
- Night shift workers
- Trainees
- Apprentices
- Migrant national/ international
- Young worker

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REST PERIODS

Below is an example of how days, weeks and periods can be organized with associated rests and annual leaves e.g. some breaks are legally compulsory, and others are highly recommended to protect workers’ health and productivity.



Common non-compliances

**No time in and time out in the manual time records'.**

nom et prénom	Mat	03/09/18	04/09/18	05/09/18	06/09/18	07/09/18	08/09/18
42	A	2	9	9	9	9	6
221	2	9	9	9	9	9	6
352	9	9	9	9	9	9	4
762	2	9	9	9	9	9	6
968	7	9	9	9	9	9	6
979	7	9	9	9	9	9	6
978	7	9	9	9	9	9	6
982	A	A	A	A	A	A	A
980	2	9	9	9	9	9	6
991	2	9	9	9	9	9	6

Inconsistency of records:

The time keeping system, whatever it is, should consider all working hours and match with the actual situation in the factory.

Records should show consistency of data.

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#### Good practices

- A proper production planning that indicates a production target can be achieved without doing regular or excessive overtime;
- A contingency plan to cope up with sudden issues (e.g.- supplier delays in supplying accessories), so weekend work/ excessive overtime is not needed;
- A regular cross-checking of the time keeping system (e.g. if automated then regularly assess the system and for manual records, regularly cross-check that they represent the actual time and if required by law that workers sign them);
- A physical check during the rest break to ensure workers are getting the required rest period and not working during the break to meet the production quota.