

## **GLOSSARY – KEY WORDS AND CONCEPTS**

### **Collective agreements/trade union agreements and working hours**

**Working hours:** The stipulated period of time in which work should be performed according to the terms of employment.

**Non-working hours:** *The opposite of working hours*

**Working day:** *7.4 hours for a full-time employee*

**Standard period:** *The time period according to which working hours are calculated. In other words, the period whereby the number of hours you've worked should match the number of hours you are employed to work. The standard period for a full-time employee corresponds to an average of 37 hours per week, but the length of the standard period itself varies depending on which collective agreement you are employed under.*

**Overtime:** *When you work more than the standard period and you were instructed to do so or required to do so in order to perform your work tasks properly. Overtime is remunerated in accordance with the overtime regulations.*

**Additional work:** *In the collective agreement for Danish Confederation of Professional Associations, additional work is the hours you work that exceed the full-time standard period. In order to receive a bonus for additional work, this work must have been assigned in accordance with special instructions or required for the proper performance of your duties. It must also have been large in scope and have lasted for an extended period of time, usually more than 4 weeks. For administrative officers with an availability requirement, additional work may only be remunerated when it amounts to significantly more than 20 hours per quarter.*

*In the Agreement on working hours for state employees, the additional work regulations apply to you if you are covered by the executive pay agreement, if you are exempt from the rules on payment for overtime, and if you have a decisive influence on how your work and work time is organised. This will typically apply to members of staff with management responsibilities, for example administrative officers placed in one of the higher pay grade groups.*

### **Occupational health and safety regulations and working hours**

**Non-working hours per day:** *You are entitled to 11 consecutive non-working hours within each 24-hour period.*

**Breaks per day:** *You are entitled to a break if your working day is more than 6 hours.*

**Days off per week:** *You are entitled to 35 consecutive non-working hours within each 7-day period.*

**Maximum hours per week:** *Your average working week must not exceed 48 hours, including overtime.*