

# Summary Decent Working Time

## Reference card based on international laws and regulations (1)

Déhora Consultancy Group is an international consulting agency in the field of staff planning. With a staff of more than hundred employees, Déhora supports and guides companies and institutions in all sections of the deployment of labour. We have over twenty years of experience.

### Adjustable Decent Working Time Evaluationset

Beneath you will find the Decent Working Time (DWT) evaluationset with adjustable rules based upon international labour law and regulations. With Working Time Office® and this DWT evaluationset you can check schedules to meet your labour law and regulations. This evaluationset is based on labour and rest standards according to European Working Time (EU) Directives, International Labour Organization (ILO) Conventions or International Labour Laws for adult employees, often aged 18 or older. These rules you can easily adapt to comply to your local labour law and other collective agreements rules.

The following definitions are relevant.

- Shift = a consecutive period in which work is performed and which is located between two consecutive uninterrupted rest periods of at least 8 hours;
- Night shift: = a shift in which more than one hours work is carried out between 00.00 and 06.00 hours;
- Break = a period of at least 15 consecutive minutes, during which the work is interrupted and the worker has no obligation with respect to the stipulated work.
- Week start = at Sunday 00:00 and ends at the following Saturday 24:00.

Description rules	Decent Working Time
Maximum working hours per shift	<i>Labour standards and rest for employees aged 18 and older.</i> 12 hours This rule can for example be adapted to the ILO Convention standard of 8 hours.
Daily continuous rest period	11 hours per 24 hours At 1 x per period of 7 x 24 hours this daily rest may be shortened to minimal 8 hours.
Maximum weekly working time	Not more than 48 hours per 7 working days. All the rules can be adapted but this one is according the EU Directives and ILO Convention.
Uninterrupted weekly rest period	36 hours per period of 7 x 24 hours. This rule for example can be adapted to the EU Directives and ILO Convention standard of 24 hours per period of 7 days. However the ILO also recommends 36 hours rest.
Minimum break	Working time per shift > 5 ½ hours: at least 0:30 break (may be split up into 2 x 0:15 minutes) Working time per shift > 10 hours: at least 0:45 break (may be split up into 3 x 0:15 minutes) This rule can be adapted to the EU Directives or ILO Convention standard of > 6 hours shift.

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# Summary Decent Working Time

## Reference card based on international laws and regulations (2)

### Full Service Concept

Our services in the field of planning and scheduling is unique as we do research, give advice and provide temporary expert planners. In addition we organize trainings and you can contact us for the development of planning software.

### Description rules

Maximum working time per night shift
Minimum rest after a night shift
Maximum weekly working time with night shifts
Maximum number of consecutive night shifts
Minimum rest after a series of 3 or more night shifts

### Adjustable Decent Working Time Evaluationset

The table beneath shows the rules related to employees working in night shifts for adult employees, often aged 18 and older.

A night shift is defined by working more than one hour in the period between 00:00 and 06:00.

You can easily adapt these rules to comply to your local labour law and other collective agreements rules, which are relevant in your country and/or organization.

### Decent Working Time

*Labour standards and rest for employees working in night shifts aged 18 and older.*

10 hours

This rule for example can be adapted to the EU Directives standard of 8 hours.

14 hours

For night shifts that end after 2:00 at night

At 16 weeks on average 40 hours per week in case of 16 or more nights in that period.

7 nights

46 hours

This rule for example can be adapted to the EU Directives or ILO Convention standard of 48 hours.

### Extra Labour Law or Collective Agreement Evaluationsets

In cooperation with the Dutch Labour Inspectorate we have developed the complete Dutch Labour Law as an evaluationset, including the complex rules for standby shifts, onsite standby shifts, on call shifts and spare shifts. We also have developed the Belgian and Polish Labour Law as an evaluationset.

Together with several employers organizations and trade unions we have developed industry or sector specific evaluationsets based on their collective labour agreements.

Please contact us if you want your local labour law or collective labour agreement as a specific evaluationset, so your planners can check their schedules and start saving a lot of money.

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