



Timesheet management

Cancellation of mandatory core hours



To whom it applies



As of [July 1, 2019](#) the flexible working schedule will be granted to all FBK and PAT **employees who currently have mandatory core hours working schedules.**

What does it mean?

All staff members will be allowed to work every day from Monday to Friday from 7.30 am to 8.00 pm in observance of service needs set by your immediate supervisor.

Working time recording

FULL-TIME or PART-TIME (with 6 or more daily working hour schedules) STAFF MEMBERS

Working time recording
remains unchanged:

- Mandatory clock-in and clock out every time the worker steps away from their work station due to personal reasons.

PART-TIME STAFF MEMBERS with less than six daily working hours schedules

Working time recording
remains unchanged:

- Mandatory clock-in and clock out every time the worker steps away from their work station due to personal reasons
- Mandatory clock-out and clock-in in case of lunch break

Working time summary

	Until June 30 2019	As of July 1 2019
Positive balance	Up to + 10 hours	Up to + 20 hours
Negative balance	Up to – 4 hours	Up to – 4 hours
Unpaid partial-day leave	Yes	No
Comp time-off	No	Yes
Overtime (hours accrual)	Yes	No
Overtime (pay)	Yes	No
Flex Leave	Yes	No

Comp time-off : what is it?

May be used for a whole day absence and is deducted from the daily working schedule of the positive monthly balance accrued.

«Accumulo Flex» balance as of June 30, 2019

«**Accumulo flex**» hours balance as of June 30, 2019, will be added to the **permesso ROL** balance in the July timesheet.

Feedback and contact information

Thanks for your attention.

For further information please contact gestione.presenze@fbk.eu or 0461/314093.

Do you still need information?

Please come:

June 19 from 9:00 am to 10:30 am

FBK offices on via S. Croce 77- *Aula Piccola* Hall

June 21 from 9:00 am to 10:30 am

via Sommarive 18 - *Sala Consiglio* Hall (West Building)