

Working Directive Time Sheets / Working Hours

We would like to point out that you are obliged to document your working hours on a time sheet every day, in order to guarantee that the hours you work correspond to the hours you are paid for, and so that your salary is paid in full.

Please ensure you observe the following points:

1. Completion of a time sheet

- You must fill in the time sheet **completely and correctly in person**.
- The time sheet should be completed **every working day, at the start and end of your working period**.
- The **actual working hours** should be recorded accurately to the minute.
- The start and end of the working hours should be entered in the relevant column.
- Every break should also be recorded accurately to the minute.
- If additional working hours (e.g. administration time) do not accrue seamlessly, these additional hours must be recorded on a special time sheet, including start and finish times.
- It is imperative that the **total duration of the working hours, minus breaks**, is entered accurately to the minute.
- **At the end of the month**, it is **imperative** that the time sheet is **signed** at the end of the document.

2. Working hours

- **Time for changing clothes and set-up is working time**. These have both been taken into consideration in the prescribed territory hours and implementation hours.
- The **working hours you have been assigned** (Start e.g. 6.00, finish e.g. 10.00) must be **strictly observed**.
- **Starting and finishing the activity before and after the time indicated is expressly prohibited**.
- Overtime which is not explicitly assigned by the property manager will not be accepted.
- **The breaks indicated must be strictly observed**. This applies both to the indicated scope as well as the length in terms of time.