

NOTICE:

Please be informed that starting from September, 1st the following regulations will be applied to FEM employees (R2, R3, R4 and T2, T3 categories):

- FULL FLEXIBLE WORKING TIME

Full-time employees = 38 working hours per week, counted as an average of 7 hrs and 36 minutes per working day (from Monday to Friday).

Flexi-time = from 7.30 am to 9 pm

No more regular employee slots (9-12, 14-16) to be covered.

Working hours will be reported and calculated by FEM employee time clock. Please make sure to clock in/out each time you enter/leave FEM by using your electronic badge.

A minimum working day of 4 hrs and 45 minutes* is usually required, while a maximum one cannot exceed 13 hours (breaks included).

* Please note that employees can take half-working day off only if they work for at least 3 hrs on that day.

In this case, employees have to notify their Head without filling in any authorisation form.

For example: on Friday an employee can clock in at 9 and clock out at noon only if her/his head has been previously informed.

- OVERTIME

No overtime will be recognised.

Any additional worked time will be treated as "balance" at the end of each 4-month periods (01/01-30/04; 01/05-31/08; 01/09-31/12). Full-time employees cannot exceed either + 64 hrs or - 16 hrs limits for each term.

Any possible additional worked time gained in a 4-month period can be used in the following one upon authorization of the due Head.

For example: if from the beginning of January to the end of April an employee exceed the foreseen working time of 18 hrs, this amount can be used as short leave permit or day-off in during the following 4-month period.

Please note that to take 1 day-off from the balance you have gained, 8hrs are needed.

In case your working contract is about to end, any additional worked time won't be paid as overtime is neither asked nor recognised. If you have failed to reach the foreseen working time within a 4-month period and your balance is negative, the administration will withdraw the due amount from your last payroll.

- BREAKS

If a full-time employee works more than 6 hours on one day, a minimum lunch break of 30 minutes (instead of 45) has to be taken.

A working afternoon shall be interrupted by a break of at least 10 minutes, for every 6 consecutive hour period worked. Bear in mind that a working day shall not exceed 13 hours (breaks included).

Breaks have to be reported. In case an employee fails to clock in/out, breaks will be adjusted by FEM administration.

Employees shall observe a rest period of 11 hours between subsequent working days.