



Working Time and Absence Regulations for Temporary Employees Paid by the Month

valid as of 1 April 2023

Table of contents

1. Applicability	4
1.1 Companies	4
1.2 Employees	4
2. Basic provisions	5
2.1 Working hours	5
2.1.1 Working days	5
2.1.2 Working day limits (Tageszeitrahmen, TZR)	5
2.2 Expected working time	6
2.2.1 Expected annual working time (Jahres-Sollzeit)	6
2.2.2 Expected daily working time (Tages-Sollzeit, TSZ)	6
2.2.3 Cumulative expected working time (kumulierte Sollzeit)	6
2.3 Annual working time account (JAZ-Konto)	6
2.4 Annual working time balance (JAZ-Saldo)	6
2.5 Time and attendance recording	7
2.5.1 Working on site	7
2.5.2 Working outside the site	7
2.5.3 Clocking terminal (ZEG)	7
2.6 Time management using Employee Self Services (ESS)	7
3. Detailed provisions	8
3.1 Bonuses	8
3.1.1 Bonuses for requested attendance	8
3.1.2 Extra home-to-workplace time (Wegzeit)	8
3.2 Breaks for plant employees	9
3.3 Time debits for mandatory breaks	9
3.4 Credit for time spent changing clothes	9
4. Special provisions	10
4.1 Additional work	10
4.2 Overtime	10
4.3 Shift workers	10
4.4 Part-time employees	10
4.4.1 Part-time employees with no individual working time arrangement	10
4.4.2 Part-time employees with individual working time arrangement	10
5. Basic principles	11
5.1 Responsibilities	11
5.2 Recording	11
5.3 Absences with time credit	12

5.5 Holidays and days off	12
6. Absences	13
6.1 Vacation (AC 1001)	13
6.1.1 Vacation entitlement and principles	13
6.1.2 Scheduling vacations	13
6.1.3 Interruption of vacation in the event of illness, accident or family leave	14
6.2 Shift-work leave (AC 1202)	14
6.3 Business absences and travel (AC 3204)	14
6.4 Illness	15
6.4.1 Illness (AC 2221)	15
6.4.2 Limited fitness for work illness (AC 2222)	15
6.5 Accidents	16
6.5.1 Occupational accidents (AC 2223)	16
6.5.2 Nonoccupational accidents (AC 2225)	16
6.5.3 Limited fitness for work occupational accident (AC 2224) / nonoccupational accident (AC 2226)	16
6.6 Pregnancy	17
6.6.1 Complications of pregnancy (AC 2221)	17
6.6.2 Pregnancy (AC 6007)	17
6.6.3 Nursing mothers	17
6.7 Partnership leave / Adoption (AC 6281)	18
6.8 Family leave	19
6.10 Short private absences	21
6.10.1 Paid short absences	21
6.10.2 Recording of absences	21
6.11 Marriage (AC 1204)	21
6.12 Death / Funerals (AC 1204)	22
6.13 Moving (AC 1204)	22
6.14 Paid absence official order (AC 1205)	22
6.15 Unpaid care leave (AC 1206)	23
6.15.1 For leave lasting up to ten days	23
6.15.2 For leave lasting between eleven days and six months	23
7. Appendix: Key statutory provisions	24

1. Applicability

1.1 Companies

- F. Hoffmann-La Roche Ltd
- Roche Pharma (Switzerland) Ltd
- Roche Glycart Ltd
- Roche Diagnostics International Ltd
- Roche Diagnostics (Switzerland) Ltd
- Roche Diabetes Care (Switzerland) Ltd
- Roche Diagnostics International Ltd, Basel Branch Diabetes Care

1.2 Employees

Temporary employees with a fixed-term Roche contract, paid by the month.

2. Basic provisions

2.1 Working hours

Working time starts and ends at the workplace in work clothes (see Section 3.4).

2.1.1 Working days

Working hours are based on an 8-hour working day and a 5-day working week. The company determines which days are normal working days.

The days Monday to Friday, excepting public holidays and company holidays set out in the notice «Holidays and Days Off», shall be considered normal working days.

In certain cases, work on Saturdays, Sundays and public holidays may be necessary for operational reasons, but this must always be requested or approved by the responsible line managers. For work on Sundays and public holidays, see Section 2.1.2.

2.1.2 Working day limits (Tageszeitrahmen, TZR)

Work shall be performed within the working day limits. (Monday to Friday: Daytime work from 6:00am to 8:00pm and evening work from 8:00pm to 11:00pm).

Attendance that is requested in advance or approved retrospectively by the responsible line manager, and is performed from Monday to Friday between 8:00pm and 6:00am and on Saturdays, Sundays or public holidays, is credited with a bonus. Such requested attendance must be recorded by pressing key 3 (at Rotkreuz yellow function key) before clocking out, otherwise no time bonus will be credited.

Attendance that is neither requested in advance nor approved retrospectively by the responsible line manager, and is performed from Monday to Friday between 8:00pm and 11:00pm, or on Saturdays between 6:00am and 11:00pm, is not permitted in principle, but credited as an exception and without a bonus to the annual working time account.

By law, night work (Monday to Saturday from 11:00pm-6:00am) and work on Sundays and public holidays requires approval by the authorities.

2.2 Expected working time

2.2.1 Expected annual working time (Jahres-Sollzeit)

An employee's expected annual working time is the number of working hours contractually agreed for the period of employment.

2.2.2 Expected daily working time (Tages-Sollzeit, TSZ)

The expected daily working time is an arithmetical quantity for time accounting purposes:

- for a full working day: 8 hours
- for a half day: 4 hours
- for part-time employees: 8 hours multiplied by the employment rate or as defined in the agreed working time schedule.

2.2.3 Cumulative expected working time (kumulierte Sollzeit)

The cumulative expected working time is the fraction of the expected annual working time that has accrued up to the date of current balance.

2.3 Annual working time account (JAZ-Konto)

Time is credited to the annual working time account as follows:

- working time, less time for mandatory breaks
- extra home-to-workplace time (Wegzeit) (see Section 3.1.2)
- absences with time credit
- credit for time spent changing clothes (see Section 3.4)

Days absent from work with no formal notification and no clocking record are debited from the annual working time account.

2.4 Annual working time balance (JAZ-Saldo)

The annual working time balance is the difference between time credits accrued to the annual working time account and the cumulative expected working time up to the date of current balance.

2.5 Time and attendance recording

Time recording must, wherever possible, be performed directly at the clocking terminal.

The clocking terminals emit acoustic signals to notify employees of recording errors and to refer them to their time administrator (JAZ-Mutationsstelle). Missed clockings can be entered using ESS or by an employee's time administrator. Missed clockings can be maintained via ESS or by the time administrator. Additionally, it is possible for employees to print out their own time sheets and submit leave requests.

2.5.1 Working on site

When working on site, employees record their attendance personally by clocking in and out at the clocking terminal located closest to their workplace.

For breaks, Section 3.3 applies, according to which the beginning and end of these breaks are to be recorded by means of clocking in and out at the clocking terminal.

2.5.2 Working outside the site

(For Business absence and travel Section 6.3 applies.)

Employees who work from their fixed place of residence record their working hours using ESS as «Work at home» or «Work at home requested» each with start and end time.

Employees who work away from their fixed place of residence record their working hours using ESS as «Working remotely» or «Working remotely requested» each with start and end time.

2.5.3 Clocking terminal (ZEG)

The following information can be displayed at the clocking terminals or in ESS at any time:

- Date of current balance
- Annual working time balance, vacation balance, shift-work leave balance
- Annual working time account, cumulative expected working time, expected annual working time

The clocking terminals emit acoustic signals to notify employees of recording errors and to refer them to their time administrator (JAZ-Mutationsstelle). Missed clockings can be entered using ESS or by an employee's time administrator.

2.6 Time management using Employee Self Services (ESS)

ESS enables users to monitor and maintain time and attendance data. Among other things, it allows them to print out their own time sheets, to submit leave requests and enter missed clockings.

3. Detailed provisions

3.1 Bonuses

Bonuses for night work, Saturday work and work on Sundays and public holidays are paid out in lieu in the following month.

3.1.1 Bonuses for requested attendance

Bonuses for requested attendance are recorded at the clocking terminal by pressing key 3 (at Rotkreuz yellow function key) before clocking out.

Working time		Bonus
Monday to Friday	6:00am – 8:00pm	-
	midnight – 6:00am; 8:00pm – midnight	50 %
Saturday	6:00am – 8:00pm	25 %
	midnight – 6:00am; 8:00pm – midnight	50 %
Sunday and public holiday	midnight – midnight	75 %

3.1.2 Extra home-to-workplace time (Wegzeit)

Employees who are requested to return to work at least 1 hour after last clocking out are credited 1 hour extra home-to-workplace time plus any other applicable bonuses.

Extra home-to-workplace time is recorded at the clocking terminal by pressing key 3 (at Rotkreuz yellow function key) before clocking in.

Clock-In time (return to workplace)		Bonus
Monday to Friday	6:00am – 8:00pm	-
	midnight – 6:00am; 8:00pm – midnight	50 %
Saturday	6:00am – 8:00pm	25 %
	midnight – 6:00am; 8:00pm – midnight	50 %
Sunday and public holiday	midnight – midnight	75 %

3.2 Breaks for plant employees

All plant employees (among others active ingredients manufacturing, Biotech production, formulation, Ware- house, packaging, energy production, the workshops as well as equipment production) are entitled to a break of max. 15 minutes. This break must be agreed with the employee's line manager. In exceptional cases, breaks may not be granted for operational reasons. This break may not be combined with other breaks and may not be taken at the beginning or end of the employee's shift.

3.3 Time debits for mandatory breaks

The Swiss Labour Act stipulates that

- work periods exceeding 9 hours must be interrupted by a break of 60 minutes.
- work periods exceeding 7 hours must be interrupted by a break of 30 minutes.
- work periods exceeding 5½ hours must be interrupted by a break of 15 minutes.

The beginning and end of such breaks must be recorded by clocking out and in at the clocking terminal. Mandatory breaks are normally taken at mid-day.

3.4 Credit for time spent changing clothes

Plant employees who have to change into work clothes receive a daily credit of 10 minutes for time spent changing (and showering). Plant employees who also have to change for breaks receive an additional time credit of 5 minutes, i.e. a total time credit of 15 minutes.

Time credit entitlements apply to employees who have to wear an overall or outerwear consisting of an over jacket and trousers in the workplace. Line managers should provide the names of eligible employees to the employees' time administrators.



4. Special provisions

4.1 Additional work

Additional work is credited to the annual working time account; bonuses for night work, Saturday work and work on Sundays and public holidays are paid out in lieu in the following month.

4.2 Overtime

A bonus of 25 % will be paid out in lieu for all legally compensable overtime accrued during the past year.

4.3 Shift workers

Special regulations apply to shift work. (see also «Shift Work and Shift-Work Leave Regulations»)

Their hours are credited to the annual working time account, enabling a changeover to normal working time (and back to shift work, if necessary) at any time.

4.4 Part-time employees

4.4.1 Part-time employees with no individual working time arrangement

For part-time employees with no individual working time arrangement, the average expected daily time for the employment rate (8 hours multiplied by the employment rate) is stored in the system.

4.4.2 Part-time employees with individual working time arrangement

For part-time employees with individual working time arrangements, the working time schedule agreed with the employee's line manager is stored in the system.

Working time schedules may only be changed after 2 months. Changes can only be made with effect from the first Monday of the month or at the change of employment rate.

5. Basic principles

5.1 Responsibilities

- The detailed provisions below deal with standard situations; approval authority rests with employees' line managers.
- No time will be credited for types of leave not mentioned in this document. Line managers are however asked to allow time for personal unpaid absences, whenever possible.
- Special cases must be submitted to the responsible personnel department.
- Leave requests for foreseeable absences must be submitted in time to the responsible line manager who will decide whether to grant the requested leave. The line manager can make the decision if he or she is authorised and no other responsible parties are defined below.

5.2 Recording

- Absences of less than 1 day can be recorded at the clocking terminal by pressing the appropriate keys.
- Absences of 1 day or more are recorded using ESS or by the employee's time administrator.



5.3 Absences with time credit

Absences qualifying for time credits are credited to the employee's annual working time account at the company's expense.

Full-day absences with time credit are recorded using ESS or by the time administrators upon receipt of absence forms (Absenzmeldung).

Duration	Absence Code (AC)	How recorded	Time credit
1 day or more	All codes	Using ESS or by time administrator	TSZ
Less than 1 day	AC 1203 Short private absence	Clock out pressing key 1 (at Rotkreuz blue function key)	Between 8:00am and 4:00pm. The maximum time credit is equivalent to the difference to the expected daily working time.
			In the case of peripheral absences (1 clocking). Employees receive a time credit equal to the period from 8:00am to the time of arrival or from the time of departure to 4:00pm or their expected daily working time, whichever is less.
	AC 3204 Business absence	Clock out pressing key 2 (at Rotkreuz red function key)	EZ
			In the case of peripheral absences (1 clocking). Employees receive a time credit equal to the period from 7:30am to the time of arrival or from the time of departure to 5:00pm.

5.4 Absences without time credit

Absences not qualifying for time credits are charged to and deducted from an employee's annual working time or vacation balance (or from shift-work leave, if applicable).

5.5 Holidays and days off

A list of these days is published annually for the coming year.

6. Absences

6.1 Vacation (**AC 1001**)

6.1.1 Vacation entitlement and principles

- As stipulated in the employee's employment contract.
- Vacation must not be used for the purpose of gainful employment. Employees who fail to comply with this restriction forfeit their right to vacation pay

6.1.2 Scheduling vacations

- Decisions on the scheduling of vacations rest with the company, though the company will make every effort to accommodate its employees' wishes; employees with school-age children take precedence over others when requesting leave during school vacations. If possible, employees should take their vacation in blocks. Employees are permitted to take single days or half days off as vacation.
- At least two weeks per calendar year are to be taken consecutively. (Article 329c Para. 1, Swiss Code of Obligations).
- Unused vacation leave lapses 5 years after it is earned (Article 128, Swiss Code of Obligations).
- Vacation on working days or on half-days off are counted according to employment rate (8 or 4 hours with employment rate 100 %, 4 or 2 hours with employment rate 50 % or according to the agreed working time schedule).
- Payment in lieu before an employee's leaving date is not permitted.
- Any vacation must be taken before leaving the company.
- Employees unable to work because of an accident or illness may draw on their vacation entitlement or take debit from JAZ account during the period of disability provided they obtain written permission from the attending physician and their insurer; the absence will be deducted in full from the applicable balance.
- Vacation or debit from JAZ account taken during a period of limited fitness for work will be deducted in full from the applicable balance.

6.1.3 Interruption of vacation in the event of illness, accident or family leave

- If an employee becomes ill or is injured or takes family leave during vacation, the responsible personnel department will decide, based on an evaluation by the company medical officer, whether or not the certified days of absence are to be charged to vacation. It is examined whether the purpose of the vacation was still fulfilled or not. If the purpose of the vacation was not fulfilled, this shall be considered as an interruption of the vacation.
- Only the Central time administrator office (JAZ-Zentrale) is authorised to register interruptions of vacation in the event
- of illness or family leave. Applications must be submitted by the employee's time administrator to the Central time administrator office, together with a medical certificate from the first day specifying the dates
- on which the employee was unfit for work or took family leave.
- Only the accident notification office (Unfallmeldestelle) is authorised to register interruptions of vacation in the event of an accident. Applications must be submitted to the accident notification office (Unfallmeldestelle), together with a medical certificate from the first day specifying the dates on which the employee was unfit for work.

6.2 Shift-work leave (AC 1202)

See «Shift-Work and Shift-Work Leave Regulations».

6.3 Business absences and travel (AC 3204)

On regular working days (7:30am to 5:00pm)

- Business absences of less than one day (incl. travel time) should be recorded by pressing key 2 (at Rotkreuz red function key).
- Attendance at company-hosted employee events such as «Site Basel Lunch Talk», «Basel Town Hall Meeting» and other similar events should be recorded as a business absence.

	Time credit
Employee leaves and returns to work on same day	EZ
At peripheral times	morning/evening cut-off (7:30am, 5:00pm)

Longer absences and trips shall be subject to the regulations in force at the respective site.

6.4 Illness

6.4.1 Illness **(AC 2221)**

- For absences of 5 working days or more (working days independent of the work schedule), employees are required to send their line manager a medical certificate attesting to their inability to work (without specifying a diagnosis). Their line manager will then forward this certificate to the employee's time administrator.
- At the request of an employee's line manager, the responsible personnel department may in certain circumstances require the employee to supply a medical certificate (if appropriate, with the physician's diagnosis for the attention of the company medical officer) covering the period from the first day of absence due to illness.
- Roche does not accept medical certificates from a telephone doctor or similar. An original medical certificate must be submitted upon request.

6.4.2 Limited fitness for work illness **(AC 2222)**

- From the first day of illness causing limited fitness for work, a medical certificate of incapacity for work (without diagnosis) is to be sent to the line manager, who will forward it to the responsible time administrator.
- It is important to bear in mind that limited fitness for work can relate both to the number of hours an employee is capable working and to the amount and types of work he or she is able to do. This needs to be discussed with the attending physician.
- No time credits are granted during periods of limited fitness for work.
- Unless otherwise specified by the medical certificate from the employee's physician, percentages indicating an employee's fitness for work will be understood as percentages of 100 % employment rate. Unless otherwise specified, employees must work on every working day.

6.5 Accidents

6.5.1 Occupational accidents **(AC 2223)**

(Accidents at the workplace, on business trips, on training activities and fire service callouts)

- As soon as possible after an occupational accident, the employee must:
 - visit the employee medical service
 - report the accident online via the BBT Prenet tool:
<https://roche.bbtprenet.ch/de/sunet/create/> (The data entered via BBT Prenet will continue to be processed by the internal accident reporting unit).
- Occupational accidents must also be reported via stari.rocche.com.
- A medical certificate must be submitted to the accident notification office from day 4 after the date of accident (counting the date of accident itself).

6.5.2 Nonoccupational accidents **(AC 2225)**

(Accidents on way to / from work and during leisure)

- After a nonoccupational accident, the employee must report the accident online via the BBT Prenet tool: <https://roche.bbtprenet.ch/de/sunet/create/> (The data entered via BBT Prenet will continue to be processed by the internal accident reporting unit).
- A medical certificate must be submitted to the accident notification office from calendar day 4 after the date of accident (counting the date of accident itself).

6.5.3 Limited fitness for work occupational accident **(AC 2224)** / nonoccupational accident **(AC 2226)**

- From the first day of accident causing limited fitness for work, a medical certificate of incapacity for work (without diagnosis) is to be sent to the line manager, who will forward it to the responsible time administrator.
- It is important to bear in mind that limited fitness for work can relate both to the number of hours an employee is capable working and to the amount and types of work he or she is able to do. This needs to be discussed with the attending physician.
- No time credits are granted during periods of limited fitness for work.
- Unless otherwise specified by the medical certificate from the employee's physician, percentages indicating an employee's fitness for work will be understood as percentages of 100 % employment rate. Unless otherwise specified, employees must work on every working day.

6.6 Pregnancy

Attendance of pregnant employees beyond their normal daily working hours requires their agreement.

An application for a maternity allowance ("Anmeldung für eine Mutterschaftsentschädigung") should be completed and submitted to People Support Solutions via the People Portal without delay.

6.6.1 Complications of pregnancy (AC 2221)

	Time credit	Interrupts vacation
Absences due to complications of pregnancy are treated as sick leave.	EZ	yes

6.6.2 Pregnancy (AC 6007)

	Time credit	Interrupts vacation
* Pregnant women are entitled to 18 weeks paid pregnancy/ maternity leave and may take up to 4 weeks of this leave before the birth of their child.	*	yes

6.6.3 Nursing mothers

	Time credit	Interrupts vacation
Nursing mothers are to be excused from work for the length of time needed to breast-feed their infants at home.	EZ	no

During the child's first year of life, nursing mothers who work four hours or less a day are entitled to a time credit of at least 30 minutes. Nursing mothers who work between four and seven hours a day are entitled to a time credit of at least 60 minutes, and those who work over seven hours are entitled to a time credit of at least 90 minutes.

There is no need to clock out for breastfeeding, as this time counts as working time. It must therefore also be taken into account for the maximum working time and the necessary breaks (see point 9).

6.7 Partnership leave / Adoption (AC 6281)

In the case of natural fathers, the employer receives EO compensation for the first 10 days. The EO notification card for partnership leave («EO-Meldekarte für Vaterschaftsentschädigung») will be sent to you by People Support Solutions and must be completed and returned via the People Portal.

Notification of the partnership leave must be discussed with your line manager in time (at least two months in advance).

	Time credit	Interrupts vacation
Partnership leave * 10 weeks partnership leave can be taken within one year after the birth of the child if the employment continues. The leave can be taken in one go or in several shorter blocks or on a daily basis. The entitlement to partnership leave ends one year after the child's birth. Multiple births do not increase the entitlement or duration of partnership leave. For approval of partnership leave, the birth certificate must be sent to People Support Solutions via People Portal. These regulations do also apply to same-sex couples.	*	yes
Adoption leave * 10 weeks adoption leave can be taken within one year after the date of issue of the adoption papers (or fostering certification for children fostered within Switzerland) if the employment continues. The leave can be taken in one go or in several shorter blocks or on a daily basis. The leave is granted up to the child's seventh birthday. Adoption leave is not granted if one partner brings his or her (own) child from a previous relationship into the marriage/partnership, and the partner adopts this child. Unused partnership leave expires after one year. If both parents work for Roche, both will be granted adoption leave. These regulations do also apply to same-sex couples.	*	yes

6.8 Family leave

	Time credit	Interrupts vacation
In the event of illness or accident of a close relative. From the second day onwards a medical certificate is required stating that a close relative needs to be cared for by the employee. If a relative is being cared for in hospital, the definition of family leave does not apply, unless a medical certificate is presented from the first day onwards, which shows that the presence of the employee is required. Close relatives are considered to be:	max. 3 days per case (3 x TSZ)	after a proof is provided
- Own, adopted or foster children of the employee; own, adopted or foster children of the employee's spouse or partner; grandchildren of the employee	(AC 6282)	
- Spouse, domestic partner, registered partnership, grandparents, parents, parents-in-law, partner's parents, siblings	(AC 6283)	



6.9 Care leave children (**AC 6284**)

For parents, the employer receives EO compensation for caring for a child whose health is seriously impaired due to illness or accident. The EO notification card for care leave children («EO-Meldekarte für Betreuungsurlaub») will be sent to you by People Support Solutions and must be completed and returned via the People Portal together with a medical certificate which confirms the seriousness of the illness and the need for a parent to take care leave.

	Time credit	Interrupts vacation
<p>* max. 14 weeks, if the employment continues. Care of a child whose health is seriously impaired due to illness or accident.</p> <p>A child's health is seriously impaired if:</p> <ol style="list-style-type: none"> a drastic change has occurred in his or her physical or mental condition; and the course or outcome of this change is difficult to predict or permanent or increasing impairment or death is to be expected; and there is an increased need for care by the parents; and at least one parent has to interrupt gainful employment to care for the child. <p>Care leave children of max. 14 weeks is to be taken within a framework period of 18 months. The framework period begins with the day for which the first daily allowance is taken. It can be taken in one go or on a daily basis. Only one entitlement arises per case of illness or accident.</p> <p>If both parents are employed (regardless of whether one or both parents are employed by Roche), the care leave children shall in principle be divided equally between the two parents, i.e. they shall each receive seven weeks.</p> <p>However, the parents shall have the option of agreeing on a different division with each other. The agreement must be submitted to Roche. This ensures that both parents' rights are equally respected and that they do not receive more than 14 weeks in total.</p> <p>Children are defined as:</p> <ul style="list-style-type: none"> - Own children, adopted, foster or stepchildren 	*	yes

6.10 Short private absences

The employees are supposed to settle their private affairs out of office hours.

6.10.1 Paid short absences

Short absences which cannot be placed out of office hours should be timed at their margins, upon agreement with their responsible line manager.

6.10.2 Recording of absences

- Absences of less than 1 day can be recorded at the clocking terminal by pressing key 1 (at Rotkreuz blue key).
- Absences of 1 day or more are recorded using ESS or by the employee's time administrator as paid absence (AC 1204)

	Time credit	Interrupts vacation
Unplanned, emergency visit to physician, dentist or physiotherapist (and similar medical examinations)	EZ	no
Planned, pre-arranged visit to a physician, dentist or physiotherapist (and similar medical examinations)	no	no
Unplanned, emergency hospital visit of a close relative (for definition see Section 6.8)	EZ	no
Planned, foreseeable hospital visit of a close relative (for definition see Section 6.8)	no	no
Accompanying a close family member (for definition see Section 6.8) to the physician/dentist/hospital in emergency situation	EZ	no
Donating blood	EZ	no
Official summons (a written summons must be submitted)	EZ	no

No time credit will be granted for any other short private absences.

6.11 Marriage* (**AC 1204**)

To be decided by employee's line manager.

* Also applicable for registered partnership

6.12 Death / Funerals **(AC 1204)**

To be decided by employee's line manager.

6.13 Moving **(AC 1204)**

To be decided by employee's line manager.

6.14 Paid absence official order **(AC 1205)**

	Time credit	Interrupts vacation
<p>Paid absence official order is recorded in the following cases:</p> <ul style="list-style-type: none"> a. Employees who belong to a high risk group (medical certificate must be submitted), who cannot work at home and for whom no adequate protection can be provided at the workplace. b. Employees who are subject to a quarantine order due to contact with a sick person (e.g. Covid 19) and working at home is not possible. c. Employees whose children must be cared for due to the closure of schools or day-care centres or an ordered quarantine. In this case, it must be checked whether emergency care is available at the facility or whether alternative care is available. If this is not the case, full-day work at home may be recorded if the target working time cannot be achieved due to childcare. If work at home is not possible due to the nature of the work activity, paid absence official order may be recorded. <p>Medical certificates, quarantine orders as well as certificates regarding school closures must be sent to the time administrator. The responsible line manager must be informed.</p>	EZ (max. TSZ)	yes
<p>If employees travel privately to a destination defined as a high risk country by an authority and have to go into quarantine on their return due to an official order, they do so at their own risk. If work at home is not possible, vacation or debit from JAZ account must be taken for the duration of the quarantine.</p>	no	no

6.15 Unpaid care leave **(AC 1206)**

Subject to the family leave referenced in Section 6.8, employees may take unpaid leave to attend to a close relative in need of care and assistance (medical certificate required). Close relatives are defined as:

- Own, adopted or foster children of the employee; own, adopted or foster children of the employee's spouse or partner; grandchildren of the employee.
- Spouse, domestic partner, registered partnership, grandparents, parents, parents-in-law, partner's parents, siblings.

6.15.1 For leave lasting up to ten days

- The consent of the employee's line manager is not required, but he or she must be informed.
- Care leave may commence with immediate effect, taking all circumstances into account.
- Leave must be taken as consecutive days.

6.15.2 For leave lasting between eleven days and six months

- Unpaid care leave must be applied for via People Portal and requires the consent of the line manager.
- Notification of the period of unpaid leave must be given as early as possible.
- As a general rule, the time credits must be used up first as follows: annual working time in full, vacation previous years in full, vacation for the current year pro rata and shift-work leave in full.
- If the application is approved, the responsible personnel department will specify the period of unpaid leave, the effects on vacation entitlement, salary, pension fund and accident insurance and the conditions that will apply in the event of illness or accident.
- If the selected period of extended care is less than six months, the duration may be extended to a period
- of up to six months in consultation with the employee's line manager. The responsible personnel department must be informed to this effect at least two weeks in advance.

7. Appendix: Key statutory provisions

Maximum weekly working time (ArG Article 12/ArGV1, Article 22)

- 45 hours
- May be extended occasionally by up to 4 hours, provided the yearly average is not exceeded.

Working day and evening work limits (ArG Article 10)

- Daytime work 6:00am – 8:00pm
- Evening work 8:00pm – 11:00pm
- The working day must not exceed 14 hours.

Overtime (ArG Article 12 and 13)

- Working time that exceeds the statutory maximum weekly working time (45 hours).
- Reasons: Urgent work, unusually heavy workload.
- Restrictions: Not more than 2 hours per day (10 hours per week), based on 45 hours, and not more than 170 hours per year.
- Compensation: Time off in lieu (1:1)
125 % payment for working time in excess of 2400 hours per calendar year

Compensation for additional work and overtime (ArGV 1, Article 25)

- The Company and employees can agree to compensation being made for these within a 12 month period.

Breaks (ArG Article 15)

- 15 min. if daily working time exceeds 5½ hours
- 30 min. if daily working time exceeds 7 hours
- 60 min. if daily working time exceeds 9 hours
- Breaks count as working time if employees are not permitted to leave the workplace.

Night work (ArG Article 17ff)

- Requires approval by the authorities (minimum bonus, 25 %).
- An individual employee's working time may not exceed 9 hours in any 24-hour period and must be completed, including any breaks, within a period of 10 hours.

Rest period (ArG Article 15a)

- Adult employees engaged in night work are to be allowed a daily rest period of not less than 11 consecutive hours.

Weekly rest period (ArGV1, Article 21.2)

- Including the preceding daily rest period, the weekly rest period must not be less than 35 consecutive hours.

Work on Sundays and public holidays (ArG Article 18, 19, 20a)

- Requires approval by the authorities (minimum bonus, 50 %).

Minor employees (ArG Article 29, 31.4)

- A minor employee is any employee of either gender who is under the age of 18.
- Any young person under the age of 15 may not be employed.
- Minor employees' working hours – including breaks – must fall within a twelve-hour period. Minor employees under the age of 16 may not work later than 8:00pm, while minor employees over the age of 16 may not work later than 10:00pm.
- Minor employees may not work overtime until they have reached the age of 16.
- Night work or work on Sundays is not permitted.

Published by

F. Hoffmann-La Roche Ltd People & Culture

4070 Basel, Switzerland

© 2023

All trademarks mentioned enjoy legal protection. www.roche.com