

## **Regulations on working time at the DRFZ Berlin**

The weekly working time at the DRFZ shall be in accordance with the currently valid collective agreement on public service TVÖD-B.

At the DRFZ Berlin, full-time employees have a core working time of 9:00 a.m. to 3:00 p.m. This expressly excludes scientists and employees in management positions. Employees must ensure that the maximum eligible working time does not exceed 10 hours per day, except in activities to ensure continuity of scientific work. After an uninterrupted working time of more than 6 hours, employees must be given a rest period of 30 minutes. Additional working hours are compensated by time off. These must be documented on the time recording sheet.

Christmas Eve and New Year's Eve are non-working days according to the collective agreement.

In accordance with the principles of reconciling work and family life, it is possible to work via the home office. This must be agreed between the head of the structural unit and the employee on a case-by-case basis. Working hours must be documented.

Berlin, den 21.12.2015

gez. Prof. Dr. Andreas Radbruch  
Wissenschaftlicher Direktor

gez. Petra Starke  
Kaufmännische Direktorin