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To:

- The deans of faculties 01-11
- The managing directors of the academic centers
- The heads of technical facilities
- The director of the IT service center
- The director of the university library
- The department heads of the presidential administration
- The president's office, chancellor's office, staff offices, women's representative, and animal welfare officer
- The staff council and representative for the disabled

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July 10, 2023

**Circular No. 2023/15**

### Regulation for work hours between December 24 and 31, 2023

To whom it may concern,

The current regulation on civil servants' work hours in Hessen (*Hessische Arbeitszeitverordnung HAZVO*) stipulates in Art. 9 that the employer can determine not to work on certain days and instead to make up the time before or afterwards.

As a result, the executive board decided on July 5, 2023 that generally no one must work from December 24-31, 2023. This rule affects three weekdays: December 27, 28, and 29.

**Staff members who do not participate in flextime** must make up the following amounts of work time that would have occurred on these three days if the time is not covered via vacation or overtime (cf. the notes on page 2):

- **22 h 30 m** For employees working alternating shifts / shift work during a 38.5-hour workweek
- **23 h** For employees in accordance with Art. 6, Para. 1a TV-H with a 40-hour workweek and civil servants with a 40-hour workweek (age 61 and over or with a disability)
- **23 h 30 m** For civil servants up to age 60 with a 41-hour workweek

**Starting in August 2023, the work time required to make up these days** can be done between Mondays and Fridays by coming in 30 minutes earlier and/or staying 30 minutes later. Insofar as the needs of the organization permit, these overtime hours should be as flexible as possible. Respective supervisors should ensure that proof of hours worked is recorded and verified.

**Employees who participate in flextime** must make up **3/5ths** of their regular weekly work hours. The overtime is recorded automatically on an individual basis according to regulations in the service agreements on flexible work hours.

**It will not be necessary for any employees to make up the hours usually worked on December 24 and 31** because, in accordance with Art. 8, Para. 1 of HAZVO, they are off duty on these days, insofar as working

conditions permit. In the event that **time off cannot be granted** on one or more days between **December 24 and 31, 2023** for official or operational reasons, there is no need to compensate it with vacation or overtime. Matters of official business that cannot be postponed (e.g. financial transactions, appointments, etc.) shall not be affected by the above regulations. An emergency / on-call service to monitor buildings and technical systems shall be provided as needed.

**Moreover, the following guidance is for the entire university:**

1. The aforementioned regulations apply proportionally to part-time employees.
2. Vacation or overtime can be used to compensate the hours.
3. In the event of illness or vacation during the make-up period, the following applies: In organizations with a service agreement on flextime in place, no overtime credit can be generated since in these cases standard work hours are taken into account. In other organizations, 30 minutes of work time per day (for part-time employees proportionately less) can be earned, provided that the affected employees have already started working off the hours. The start date and make-up hours shall be coordinated in advance with each supervisor. Vacation planning should be taken into account accordingly.
4. Mutually agreeable exceptions shall be found for staff who have already used up their annual leave and cannot work ahead for particular reasons (e.g. unfavorable commutes, family obligations, carpooling), who have earned overtime hours and become ill while off duty, and who are hired during the make-up period and are not yet entitled to annual leave. In problematic cases, consult with the personnel department.

Requests for vacation during off-duty days should only be denied in specifically justified cases.

You can also find this circular online here: <http://www.uni-giessen.de/cms/organisation/rundschreiben>.

Please distribute this information to all employees in your organization in an appropriate manner.

Sincerely,

By proxy,

(signed)

Susanne Kraus

Chancellor