

Dear colleagues,

winter has begun, and the last (and seemingly shortest) quarter of the year is almost over. As in previous years, I would like to draw your attention to some working time regulations for the end of the year at an early stage to make planning easier for you.

Our service agreement governing working hours at Clausthal University of Technology stipulates in § 8 (3) that time credits must be balanced by December 31 of each year. By this date, your hours must be between a maximum of 20 plus hours and a maximum of 10 minus hours. For part-time employees, the regulation applies in accordance with the extent of their employment (e.g., for 50% employment, 10 plus hours and 5 minus hours). To balance your hours account, you can reduce the accumulated plus hours by taking compensatory time off on an hourly or daily basis. This is possible in conjunction with vacation days as well as weekends and public holidays. **The mandatory company shutdown from December 24, 2025, to January 4, 2026,** is particularly well suited for this, as vacation days and/or time off in lieu must be taken for the days of the company shutdown. **This also means that mobile working is not possible during this period.**

Christmas Eve and New Year's Eve are work-free days; no vacation days or flextime days are required for these days.

If you are unable to meet the above-mentioned time frame by December 31, your supervisor is obliged to arrange for all hours exceeding the time frame to be taken as specifically defined compensatory time off or as overtime in consultation with you. In this case, the time frame (max. 20 plus hours and 10 minus hours) must be achieved or have been achieved by March 31.

The service agreement regulating working hours applies regardless of whether you work from home or in the office. You can find the service agreement here:

<https://tu-clausthal.atlassian.net/wiki/spaces/VER/pages/27463408/3.00.07.03+Dienstvereinbarung+Arbeitszeit+DV+AZ?preview=/27463408/27472905/20230112%20Dienstvereinbarung%20Arbeitszeit.pdf>

I wish you all a wonderful Christmas season!

Best regards
Andrea Kleinewig