

Proposal for Policy Regarding Time Registration

Purpose

Following the implementation of the law on time registration, which will be effective from July 1, 2024, we aim to ensure that we, at [company], comply with the rest time regulations and provide a system for time registration. The system we offer meets the requirements of objectivity, reliability, and accessibility. This includes allowing employees to access information about their entries.

This new policy on time registration establishes and describes our guidelines for the registration obligation, and defines what "working time" is.

This policy does not change your agreed employment and other working conditions.

Registration Obligation

As an employee, you are required to register your daily working time at least once a week. These registrations must be approved by your manager.

You can make these registrations in [system], where your normal working hours are already predefined, and you can therefore just enter your deviations from this standard time. Using this tool, you can access your registrations at any time and extract data showing how your working hours have deviated from the normal working hours.

It is important to be aware that there may be legal consequences associated with failing to comply with this registration obligation, or if you register more or less time than the actual working hours.

Both your manager and the HR department have access to your registrations. This is to ensure that the company complies with the labor laws and occupational safety laws and to ensure appropriate rest time for all employees.

Working Time

Working time is defined as:

"The period during which you are at work and available while performing your responsibilities and tasks."

Working time should not be understood as a physical presence at your work address.

Additionally, the following applies:

- Travel time in connection with performing your work is part of your working time.
- Travel time from your private residence to your normal workplace is **not** part of your working time.
- Travel time in connection with courses is **not** a part of your working time.
- On-call duty is **not** part of your working time.
- Call-outs, i.e., work in connection with on-call duty are part of your working time.
- Your lunch break is **not** part of your working time.

Time Registration System – [system]

Employees at [company] must use [system] to register working time. It is irrelevant whether this is done via a computer or mobile phone. [system] complies with legal requirements for time registration and is designed to meet all documentation requirements and legislative demands.