



European Organisation
for Astronomical
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Southern Hemisphere

Organisation Européenne
pour des Recherches
Astronomiques
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Organización Europea
para la Investigación
Astronómica en
el Hemisferio Austral

From: Andreas Kaufer, Director LPO
To: All LPO Department/Group Heads
CC: M.A. Moya, M. Quintana, R. Block

Dr. Andreas Kaufer
Director of Operations
Director
La Silla Paranal Observatory
Phone +56 55 43-5320
Fax +56 55 43-5995
akaufer@eso.org

Internal Memorandum

3 July 2012

Subject: **Flexible working time, overtime and work in case of emergency for technical and administrative Local Staff**

With reference to the above subject and the internal memorandum on the same subject to be issued to the LPO staff on July 8 I ask you to adhere to the following guidelines:

1. Flexible working time

This is the standard and preferred way to arrange a flexible working plan based on operational requirements without involving overtime. Planned events such as coatings, technical time, change of instruments etc. in accordance to the 6 month LSP Observatory schedule (published in June and December for the periods October to March and April to September, respectively) or the three months department working plan have to be scheduled, including its compensation in leave, in the individual working shift of the staff members at least 2 months before the respective event takes place. The corresponding compensation has to take place within 160 hours per a 4 weeks period starting with the end of the amended working shift, which deviates from the normal schedules of 5/2 or 8/6.

Events arising in a shorter period due to urgent operational requirements or caused by sicknesses of staff members, which may lead to a deviation of the working shift have to be scheduled as soon as the event emerges. Events arising from lack of planning of operational work shall not be considered as urgent operational requirements.

For the compensation of additional working time please take into consideration possible operational requirements, trainings or private restrictions or private planning (e.g. already announced and approved leave) of the affected staff members.

For the practical implementation, staff members receive advance notice of their working schedule through the published group or department schedules. It incorporates the flexible working time given the constraints and limits explained above. The department heads shall release the working schedule at least 2 months in advance. All changes on shorter notice have to be requested through the supervisors and an updated schedule must be released by the department heads. For such schedule change requests, please use the attached [Overtime Authorisation & Flexibel Time Request Form](#), which is also available on the [LPO Director's homepage](#).



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2. Modification of the working timetable (working hours)

Modification of the working hours is the default way to arrange a flexible working plan during a turno based on operational requirements. The most common application of such modification is the operational requirement for engineering (or maintenance) staff to carry out work during planned technical telescope time during the night. Typically such works are planned either for the first or second half of the night. The availability of technical telescope time slots is published with the 6 monthly LSP Observatory schedule in June and December and available for booking thereafter. Therefore, technical activities at night shall be planned as part of the preparation of the department working plan.

The modified working hours need to be strictly planned in advanced to avoid the staff members working more than the maximum allowed time and not respecting the minimum rest times. Therefore, modified working hours shall respect the maximum length of the working day of 11 hrs and the minimum rest period of 10 hours after the end of the working day.

Only a maximum of one transition to night time and back per turno should be planned for.

The following tables provide examples on how to arrange the working hours to cover one or several first (H1) or second halves (H2) of the nights including transition days (T).

Modified Working Day to cover first half of night

Day	Start	End	Physical [h]	Brake [h]	Rest [h]	Label
1	8.00	19.00	10		19	
2	14.00	1.00	10		10	H1
3	11.00	19.00	7		13	T
4	8.00	19.00	10		13	
5	8.00	19.00	10		1	

Modified Working Day to cover first half of night for 4 nights

Day	Start	End	Physical [h]	Brake [h]	Rest [h]	Label
1	8.00	19.00	10		19	
2	14.00	1.00	10		13	H1
3	14.00	1.00	10		13	H1
4	14.00	1.00	10		13	H1
5	14.00	1.00	10		10	H1
6	11.00	19.00	7		13	T
7	8.00	19.00	10		13	
8	8.00	19.00	10		1	

Modified Working Day to cover second half of night

Day	Start	End	Physical [h]	Brake [h]	Rest [h]	Label
1	8.00	19.00	10		13	
2	8.00	15.00	6		10	T
3	1.00	12.00	10		20	H2
4	8.00	19.00	10		13	
5	8.00	19.00	10		1	

Modified Working Day to cover second half of night for 4 nights

Day	Start	End	Physical [h]	Brake [h]	Rest [h]	Label
1	8.00	19.00	10		13	
2	8.00	15.00	6		10	T
3	1.00	12.00	10		13	H2
4	1.00	12.00	10		13	H2
5	1.00	12.00	10		13	H2
6	1.00	12.00	10		20	H2
7	8.00	19.00	10		13	
8	8.00	19.00	10		1	

For the practical implementation, staff members receive advance notice of their working schedule through the published group or department schedule. It incorporates the flexible working hours clearly indicated with H1, H2, or T and respects the constraints and limits explained above. The department heads shall release the working schedule at least 2 months in advance. All changes on shorter notice have to be requested through the supervisors and an updated schedule must be released by the department heads. For such schedule change requests, please use the attached [Overtime Authorisation & Flexibel Time Request Form](#), which is also available on the [LPO Director's homepage](#). The updated form contains a new section dedicated to the modification of working time.



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3. Overtime

Overtime is limited to a maximum of two hours per working day. It shall be performed either within four hours after the end or two hours before the start of the regular working time. Overtime has to be requested and approved in advance by the Director or the Deputy Directors or a person of equivalent authority. A maximum of 12 hours total working time per working day has to be respected.

4. Work in case of Emergency

In case of an emergency the working hours may be extended. Emergency outside of the regular working hours is defined as work which has to be immediately performed and which cannot be postponed until the normal working hours start.

Emergency work shall include any hours worked as requested by the Director or the Deputy Directors or a person of equivalent authority (e.g. Chief Operation Engineer, UT/VLTI Manager). Emergency work performed outside of the regular working hours will be compensated as follows:

- Work performed between the end of the regular daily working time until 24:00 hrs and work performed two hours before the start of regular daily working time will be compensated as overtime at the rates defined in the Collective Contract.
- Work performed between 0:00 and two hours before the start of the regular daily working time will be paid at 200% of the basic hourly rate. If the work performed exceeds two hours, an additional compensation at the rate of 1:1 of the working hours actually performed shall apply, either in form of a delayed start or an earlier end of the daily regular working time on the same day. Thus, a total compensation of 300% will take place, which can only be justified in very exceptional cases. Please note that in the extreme case that the compensation cannot be taken due to the nature of the emergency or because of the end of the working shift this compensation time will be paid at 100%.

Emergency work has to be calculated to the nearest half-hour; half-hours which are not completed shall not be counted.

5. Claims for overtime and emergency work shall use the attached [Overtime and Emergency Work Claim Form](#), which is also available at the [LPO Director's homepage](#).

Andreas Kaufer