

Agreement on Flexible Working Hours at the Stockholm School of Economics

The parties have concluded the following agreement based on Section 1 of the Arbetsgivaralliansen collective agreement for higher education institutions describing the scope of the agreement, etc. 3.2. Local working hours agreement

The term *flexible working hours* refers to the disposition of regular working hours so that employees have the opportunity to decide their own working hours within agreed timeframes based on the needs of the organisation. Flexible working hours may be applied when the nature of work allows.

Definitions

Fixed working hours	The period of the working day between the times when compulsory attendance begins and ends.
Flexitime	The period between the earliest time the working day is permitted to begin and the latest time the working day is permitted to end.
Lunchflex	The period of time within which an employee may extend a mandatory break.

Disposition of flexible working hours

Fixed working hours at the Stockholm School of Economics are 09:00–15:00 on normal working days.

With due consideration for fixed working hours and other demands for availability, the employee has flexitime on weekdays from 06:00–19:00.

When the working day is shortened pursuant to the collective agreement, fixed working hours are 09:00–12:00.

Lunchflex may be taken from 11:00–14:00.

For part-time workers, fixed working hours are established by separate agreement between the employer and the individual employee. If no such agreement is reached, the employer sets the employee's working hours.

Flexibility

Plus or minus hours are regulated in relation to regular working hours. It is the employee's responsibility to keep track of their flexitime balance. Unless otherwise agreed, the employee's line manager shall check their flexitime balance once a quarter.

A flexitime balance may not exceed:

- + 40 hours
- - 20 hours

The flexitime balance is carried over to the following calendar month.

Plus hours may be used to take leave. Flexi-leave may be taken as a whole or half day with the approval of the employee's line manager and operational needs allowing. If the employee applies to take flexi-leave on a bridge day [*kelämdag*], the application should be granted if operational needs permit.

If the employee applies to take flexi-leave on a religious or cultural festival, regardless of their faith, the application should be granted if operational needs permit.

Exceptions

Doctoral students, teachers and researchers are excluded from the flexitime system, as are those with unregulated working hours. Given that the performance of duties must be adapted to operational needs, after consultation with the employee(s), the employer may decide to exclude an employee or group of employees from the flexitime system.

The employer may decide to withdraw the opportunity to avail themselves of flexitime from an employee who breaches the Agreement.

Termination of employment

On the termination of employment, flexitime must be regulated so that the employee's balance is neither plus nor minus. No financial remuneration may be paid for hours accrued in the flexitime system.

Other

The Agreement on Flexible Working Hours at the Stockholm School of Economics is valid from **1 April 2023** until further notice, with a notice period of three months.

The Agreement shall be reviewed no later than 31 October 2023.

Minutes kept by

Charlotte Celsing

Approved

Stockholm School of Economics

Akademikerförbunden/Swedish Association of University Teachers and Researchers (SULF)

Swedish Union of Civil Servants/Public Employees' Negotiation Council (OFR)