



# Arbeitszeit

Working hours Heures de travail Jornada laboral  
Рабочее время ሰዓታት ስራሽ Saacadaha shaqada  
ساعات العمل ساعات کار

Know your rights!  
Quels sont mes droits?  
¿Cuáles son mi derechos?  
Какие у меня права?  
እንታይ እዮም መሰላተይ:  
Махаан хақ u leeyahay?  
ما هي حقوقي؟  
حقوق من چیست؟

## Was sind meine Rechte?



certain number of paid working hours. You may claim to be paid for all extra hours worked when your employment period finishes, at the latest.

### Limitation period/expiry period

Your work contract or collective wage agreement may have sections called disclaimers or forfeiture clauses. These clauses mean that there is only a certain amount of time during which errors in accounting or outstanding claims must be reported. Often, this is a period of 3 months. This means, for instance: If you are paid for fewer hours than you have actually worked, then you have only 3 months in which to ask to be paid for these hours.

### Records of working hours

If you are contracted for hours but there is no work, you are still entitled to be paid for your time. Sometimes your employer might not have any work for you, for example if you are temping. If, however, there is a certain number of hours specified in your employment contract and you are available for work, your employer must also pay you for these hours. This is why it makes sense that you also let your employer know that you are available to work.

<b>Record of working hours</b>	<b>Arbeitszeit- erfassung</b>
Name 1	Name
Calendar week 2	Kalenderwoche
Month 3	Monat
Day 4	Tag
Work started at 5	Arbeitsstart
Work finished at 6	Arbeitsende
Breaks 7	Pausen
Hours worked 8	Arbeitsstunden
Job site 9	Einsatzort
Work undertaken	Tätigkeit
Comments	Anmerkung
Total hours 10	Gesamtstunden
of which 11	davon
Overtime	Überstunden
Plus hours	Plusstunden
Minus hours	Minusstunden

Sometimes you and your employer may not be in agreement on how many hours you have worked. If you then wish to claim a wage for the hours you worked, you need to be able to prove when you were working. So, we recommend that, in addition to the documentation on working hours held by the company, you yourself also always take an exact note of when you worked. To help you with this, we have developed a template which you can use to note down your working hours and break periods over the course of each week divided into days. You can then compare these working hours with your payroll or wage roll. If you keep this record together with your salary statements or pay slips, they can be compared again later, if ever there should be a problem. In the case of construction work or temping, it is especially helpful to also note down the place where you worked, as this often changes.

If ever you get the feeling that your wage slip is not correct, ask for help or support!

### Working hours

In Germany, the maximum number of hours you are allowed to work a day and a week is regulated by law. You may work a maximum of 8 hours per working day. Working hours may only be extended when they do not exceed 8 hours a day on average over 24 weeks or 6 months. However, in most occupations working hours on any day may not exceed 10 hours. But there can be exceptions for certain occupations. Don't hesitate to ask for advice or support!

### Breaks

You have the right to take breaks. Break time is not paid. If you work more than 6 hours in a day, you must take at least 30 minutes break. If you work more than 9 hours, then you must take a 45-minute break. You may split up your break into smaller breaks – a break must be at least 15 minutes long. In some companies it is possible that breaks are longer or set to within a fixed time period. When you start work, you have the right to know when you can take your breaks.

### Rest periods

After work, there must be enough time for you to rest up. For this reason, under law, you are entitled to 11 free hours between

starting and finishing work. However, exceptions can be made for certain professions.

### Overtime

If, within a company, there is more work to do than planned, managers may also request that employees work overtime. For example: you normally work 7 hours in a day. You are then requested to work 10 hours in one day. These 3 extra hours are then overtime. They must be paid hours or balanced with free time. However, you must always be directed by your manager to work these extra hours.

### Working time account

How many hours you must work in a week is stated in your contract. Sometimes, however, you must work overtime. According to the company, it may be the case that this overtime is credited to a working time account (Arbeitszeitkonto –or AZK). When it comes to subcontracted labour or temping, there is always a working time account. For example: you have a working time of 35 hours a week. However, you are working for a company where 40 hours per week is the norm. These 5 hours are then plus hours or overtime. Either these hours are set aside as free hours on another day or they are counted as a

# Anerkennungs- und Qualifizierungsberatung

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Sie finden die IBATs (Informations- und Beratungsstellen Anerkennung Thüringen) in Mühlhausen, Eisenach, Erfurt, Jena, Gera und Meiningen. Wir beraten in ganz Thüringen.

Die Beratung erfolgt online, telefonisch oder persönlich. Die Beratung ist kostenfrei. Die Kontakte finden Sie unter [www.iq-thueringen.de/iq-beratung/aner kennungs-und-qualifizierungsberatung](http://www.iq-thueringen.de/iq-beratung/aner kennungs-und-qualifizierungsberatung).

Das Förderprogramm »Integration durch Qualifizierung (IQ)« zielt auf die nachhaltige Verbesserung der Arbeitsmarktintegration von Erwachsenen mit Migrationshintergrund ab. Daran arbeiten bundesweit Landesnetzwerke, die von Fachstellen zu migrations-spezifischen Schwerpunktthemen unterstützt werden. Das Programm wird aus Mitteln des Bundesministeriums für Arbeit und Soziales (BMAS) und des Europäischen Sozialfonds (ESF) gefördert. Partner in der Umsetzung sind das Bundesministerium für Bildung und Forschung (BMBF) und die Bundesagentur für Arbeit (BA).

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