

# WORKING HOURS

Work and life balance: what are your rights?



## THE DIFFERENCE BETWEEN NORMAL WORKING HOURS AND OVERTIME

The time when the worker is present at the workplace carrying out their tasks at the service of the employer is defined as **working hours**.

### ACCORDING TO THE LAW, NORMAL WORKING HOURS CANNOT EXCEED 40 HOURS PER WEEK.

A collective agreement may establish a number of weekly hours below this or decide to calculate the normal working hours based on the annual average (in some weeks the 40 hours may be exceeded but are recovered in other weeks).

For hours in addition to the normal working hours, we use the term overtime, which, according to law, **must not exceed 250 hours per year**.

Overtime hours are paid more than normal working hours and this additional pay (increase) is also established by the collective agreement.

## NATIONAL COLLECTIVE LABOUR AGREEMENT (C.C.N.L.):

A labour agreement drawn up nationally with an agreement between worker trade unions and sector employer associations (for example, Commerce, Engineering, Chemistry, etc.). They are valid for companies enrolled in the employer association that have signed it, but, in general, are also applied by other companies in the same sector.

The sum of normal working hours and overtime cannot exceed, on average, 48 hours per week in the course of 4 months, apart from exceptions stipulated by the collective agreement.

## SPECIAL CASES

Some cases have different rules:

- **child labour:** children of 15 years may work 7 hours maximum per day and 35 hours per week. Teenagers between 15 and 18, on the other hand, cannot do overtime, but they may work up to 8 hours per day and 40 hours per week;
- **night shift work:** if you work at least 7 consecutive hours, of which a part is between midnight and 5:00 a.m., you are considered, by law, a night shift worker; your shifts must not exceed 8 hours on average every 24 hours (unless the collective agreement stipulates otherwise).

In addition, the employer must periodically have you take a medical check-ups and, if for health reasons, you cannot work at night, you have the right to carry out your tasks during the day (within the limits of what is possible).



## REST AND HOLIDAYS

**By law, you have the right to:**

- 11 hours of rest - possibly consecutive - every 24 hours (daily rest).
- **weekly rest** of no less than 24 consecutive hours, which normally coincide with Sunday
- an **intermediate break** of at least 10 minutes during the working day, if you work more than 6 hours per day
- a **paid break** of at least 15 minutes every 2 hours of work if, during the week, you use computers (or other video terminals) for work for at least 20 hours overall.

By law, the total length of the holidays **cannot be less than 4 weeks per year** and is defined in the collective agreements based on your category and seniority of service.

**You cannot give up your right to holidays:** in fact, a worker is obliged to enjoy at least 2 weeks of holidays during the year and the remaining in the subsequent 18 months.

When the employment relationship ends, the employer must pay the worker for the holidays they have not used, based on what is stipulated in the collective agreements.

If in your workplace, regulations relating to working hours, rest periods, weekly rest, mandatory leave, or holidays are repeatedly breached, **CONTACT A TRADE UNION.**

## THE RIGHT TO PAID HOLIDAYS

The right to holidays means that the employer is obliged to allow the worker not to work some days agreed upon and to pay them during the holidays.

In the holiday period, you have the right to the same pay that you would have received if you had worked.

Any agreement, whether individual or collective that stipulates less pay during the holidays is not valid, because it contradicts art. 36 of the Italian Constitution.

## WORKER CATEGORY

The Italian law stipulates four categories of worker: worker, office employee, supervisor, and manager.

## SENIORITY OF SERVICE

Amount of time passed working for the same employer.

## WORKER TRADE UNIONS



These are associations that represent and defend the rights of workers.

You may contact your **trade union** to:

- Ask for information about your rights: contract, working hours, leave, holidays, pay slip, occupational health and safety, etc.
- Receive legal assistance if your employer breaches your contract.

Through services promoted by the trade union, you may also obtain:

- Tax assistance at tax centres (**CAFs**)
- Assistance regarding injuries, occupational illnesses, pensions, unemployment, etc. **at Patronage.**

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