

YOUR EMPLOYMENT RELATIONSHIP

YOUR ATTENDANCE

Working Hours

Maximum permissible working hours per day including overtime	10 hours	
Maximum permissible working hours per week including overtime	50 hours	

According to labor laws, standard working time is 8 hours per day and 40 hours per week.

In contrast, collective contracts can stipulate reduced standard weekly working hours.

Our collective agreements provide for the following regulations:

Workers/Staff at DSW, Swareflex, and DSD	Employees at STS Handel	Workers and staff STS hospitality sector
38 hours per week	38.5 hours per week	40 hours per week

Furthermore, the specific working time models define whether the standard daily working time is 8, 9, or 10 hours:

Flextime	Shiftwork	Fixed working time (Dayshift)	Calculations for the standard working time at sales outlets	Calculations for the standard working time in gastronomy
10 hours	9 hours	9 hours	9 hours	9 hours

Flextime

...enables an allocation of flexible working time within a flexible period, whereby the undisturbed operation of the department must be guaranteed.

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The flextime period, applicable to all the businesses:

- Monday to Friday from 6 am to 8 pm
- Saturday from 6 am to 1 pm

The lunch break is a minimum of 45 minutes

Core times apply during which your presence is required.

Fixed Working Times

The working hours are either fixed or determined by regular duty rosters, e.g., "Day shift" in the DSW production, working hours in the STS sales outlets, working hours in the STS Gastronomy.

Shift Operation (Production)

In shift work, a number of employees rotate duties in the same workplace. Detailed shift plans cover this type of work. Our organization has 2-shift operations, 3-shift operations, and fully continuous operation.

YOUR ABSENCE

Leave

Leave entitlement

Per year worked	From 25 years of service
5 weeks/ 30 working days	6 weeks/ 36 working days

Leave entitlement is apportioned for the first six months of the period of employment, i.e., approximately 2 days per month. Leave entitlement in full is only available after six months of service.

The exact leave entitlement is calculated in hours, according to how much time you work per week. The corresponding leave time is shown on your payslip/ESS each month.

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Leave is mutually agreed with the supervisor and bears in mind both the employee's need for rest and recuperation and the requirements of the company. Leave may also be taken by the hour.

Time off in lieu

Hours worked over and above the agreed working hours (overtime) - provided they are not financially compensated - can be noted and credited in a 'time off in lieu' account. This accrued time, when so arranged in agreement with the manager, can be used in a similar form as normal leave.

Sick leave

In the event of illness, the employee must immediately notify his employer (preferably the supervisor) of the illness, either themselves or through a third person.

Doctors visit

In general, external doctor's visits should be taken outside of normal working hours. If this is not possible, please advise the manager and or colleagues about your anticipated absence as soon as you are able. Please present confirmation of your doctor's visit to your manager.

Duty travel

A business trip is when the employee leaves their place of work to carry out the employer's orders in one or a number of other places. The guidelines and appropriate forms for this activity are available for download in the Intranet.

For information on educational leave or part-time leave for education, pregnancy and maternity leave, please contact DSW Wattens at +43 5224500 1000, or write an email to hr.wattens@swarovski.com.