

# You work overtime? The CNE supports you

**YOU WORK A LOT? YOU ARE WONDERING IF YOU ARE EXCEEDING THE DAILY AND WEEKLY WORK LIMITS? YOU ARE NOT GETTING BACK ALL THE OVERTIME YOU WORK? THERE ARE MANY GUIDELINES, BUT THEY ARE OFTEN MISUNDERSTOOD AND NOT RESPECTED. THE CNE GUIDES YOU THROUGH THE MAZE OF WORKING TIME RULES.**

## ARE YOU CONCERNED?

The rules on working time apply to employees and managers. However, they do not apply to sales representatives or to management and confidential staff. Your status can be found in your employment contract.

## DURATION OF WORK

You can be at your employer's disposal for up to 8 hours a day and 38 hours a week. The daily limit is increased to 9 hours if you work a maximum of 5.5 days a week. A collective agreement, work regulations or your contract can always reduce your working time below the legal maximums.

## OVERTIME

In certain situations (e.g. work in successive shifts, work carried out in order to deal with an accident that has occurred or is imminent), the daily limit is increased to 11 hours and the weekly limit to 50 hours. It is then possible that you will have to work overtime. The use of overtime is regulated by law, and your employer cannot impose it on you as he sees fit. If you exceed these limits, you will be given time off in lieu of overtime and you will be paid 50% of your hourly pay (100% if it was a Sunday or a public holiday). In some flexible working arrangements (called "small flexibility"), the weekly limit of 38 hours can be exceeded as long as you work 38 hours per week on average. The worker can therefore be occupied for more than 38 hours one week if he works less than 38 hours another week (e.g. 40 hours one week and 36 hours the next). This average of 38 hours must be respected over a reference period of one year, unless there are exceptions. For more information on the scheme applicable to you, contact your company's CNE team or the CNE secretariat in your region.

## CALCULATION OF THE EXTRA SALARY

When you are paid by the month, your hourly wage is obtained by multiplying your pay (gross + fixed and variable benefits) by three, then dividing it by thirteen and dividing the result by the number of hours to be worked under your contract. Overtime pay cannot be replaced by other benefits.

## OTHER LIMITATIONS

The minimum daily working time is 3 hours, with some exceptions. Between two working days, you have a continuous rest period of at least 11 hours. Night work (between 8 p.m. and 6 a.m.), work on Sundays and work on public holidays are prohibited, with some exceptions. No work may be performed outside the hours specified in the work regulations.

**Need to contact us?** Call us on 067 88 91 00 on Mondays, Tuesdays and Wednesdays from 9am to 12pm and Thursdays from 1:30pm to 4:30pm.  
**Need to meet us?** Our secretariats are open on Mondays, Tuesdays and Wednesdays from 1.30 to 4.30 pm and Thursdays from 9 am to 12 pm.  
**Need to write to us?** Just one address: [cne.info@acv-csc.be](mailto:cne.info@acv-csc.be)

The content of this publication is intended for both men and women  
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