

## **Procedure for Cumulative Working Schedule**

### **Provisions:**

1. The total duration of cumulative work period should not exceed 6 months,
2. Under cumulative work schedule the recording of hours worked is carried out on monthly basis by adding up the actual working hours for each Employee,
3. In case the total number of hours exceeds the monthly limitation, a respective Employee is provided with days-off,
4. The number of hours worked daily by each Employee serves as a calculation basis under the cumulative work schedule,
5. The Employee's working hours, starting and ending time of the work as well as breaks are recorded accordingly in the time-sheets.