

**Work Schedule**

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*American University of Armenia*

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A full-time work schedule for regular status Employees shall be 40 hours of work during a regular workweek.

The regular workweek at AUA is Monday through Friday. A normal workday is 8 hours of work and a 45-minute lunch break. AUA Employees are entitled to two 10-minute additional breaks during their working day. Other breaks are not allowed. Unless required otherwise by specific departments, regular working hours for AUA administrative staff are 9:00 a.m. to 5:45 p.m. with a 45 min lunch break. Unless otherwise specified in the employment contract of the Employee, his/her work hours are regulated by this Clause.

In certain colleges and departments Employees may be asked to begin their work earlier or later depending on the peculiarities of the position or educational process requirements. Other categories of Employees, such as drivers, abide by specific work schedules established by their supervisors.

**Cumulative Working Schedule**

As stipulated by the RA Labor Code, a cumulative work schedule can be adopted for certain categories of employees (e.g. drivers).

**Overtime Work**

Overtime is time worked in excess of an Employee's regular work schedule and is only applicable to non-managerial Employees. The acceptable overtime hours and amount of payment is regulated by RA Labor Code.

Overtime work permit shall be granted by the Employer by adopting a corresponding individual legal act.

**Related Documents**

**Overtime Request Form**

**Procedure for Cumulative Working Schedule**

**Procedure for Requesting Overtime Work**