



## Human Resources and Employment Law

### Fact Sheet – Working Time Regulations

#### EU Directive on Working Time: Core Provisions

- n Maximum 48 hour week
- n Minimum 11 consecutive hours' rest per day
- n Rest break in any working day after 6 hours
- n Minimum paid annual leave per year
- n Work organisation to take account of health & safety needs.

#### Holidays

The Working Time Regulations 2007 increased the minimum holiday entitlement for workers from four to 4.8 weeks (20 to 24 days for those on a five-day week) on 1 October 2007.

There will be a further increase from 4.8 to 5.6 weeks (24 to 28 days for those on a five-day week) on 1 April 2009. The statutory entitlement for workers depends on when their leave year begins.

#### We can help you abide by these regulations by:

- n Carrying out a review and audit of your working week, working patterns and contractual arrangements
- n Measuring your arrangements against the regulations across all working groups
- n Providing advice about the records you must keep to demonstrate compliance
- n Giving advice about the various options and changes required, including the type of agreement necessary where employees wish to continue to work in excess of 48 hours per week.

Your organisation may already comply in many respects. You should be able to demonstrate this, if required, to Employment Tribunals, the Health and Safety Executive or the Local Authority, all of whom will play a part in enforcement.

For further information, please email [hr@eacotts.com](mailto:hr@eacotts.com) or refer to the Contact Us page.

The above is written in general terms only. It would be unsafe to assume that this general advice can be applied to particular situations in your organisation. We cannot accept responsibility for loss occasioned as a result of action taken, or refrained from, in consequence of the contents.

Eacotts and its Human Resources Service will be pleased to offer specific advice on request.

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