

User Manual to time management

Please note that this is a user's manual to the insertions to be made in INAZ Selfweb.

This manual's intent is to facilitate the use of the time management software by listing the different operations that are foreseen by the INAZ system.

We remind you that only a limited number of options will be made available to you according to your individual profile (e.g. part time, chauffeur etc.).

This guide represents in no way an exception, derogation or interpretation of the statutory rules for administrative staff to which one should always refer for a more careful evaluation of the existing procedures. <http://www.eui.eu/Intranet/PersonnelService/>

For more detailed information:

- Refer to your "user 1" supervisor in case of doubts. Supervisors can contact inaz.support@eui.eu for assistance if necessary.
 - Refer to the software manual available on-line for technical explanations on the use of the Selfweb.
 - Refer to the guide to [flexitime](#) as well as to the [statutory rules for administrative staff](#) for questions regarding working hour regulations. inaz.Support@eui.eu remains of assistance if more clarifications are needed.
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Leave

Please insert in the text field whether your request was discussed and authorised by your Head of Unit.

Congedo ordinario 1 gg	For one day: <ul style="list-style-type: none">▪ Gestione Giustificativi▪ Click on the day▪ Select the appropriate option from the drop-down menu▪ Select full day option▪ Click on “Giustifica” For more days: <ul style="list-style-type: none">▪ Giornate di Assenza▪ Insert the dates from x to y▪ Select the appropriate option from the drop-down menu▪ Select the full day option▪ Click on Giustifica	Needs to be inserted a priori
Congedo ordinario 1/2 gg ft	<ul style="list-style-type: none">▪ Gestione Giustificativi▪ Click on the day▪ Select the appropriate option from the drop-down menu▪ Insert in the box “ORE” value: 4.00▪ Click on Giustifica	Needs to be inserted a priori Do not press F3 when leaving

<p>Congedo compens. 1 gg</p>	<p>For one day:</p> <ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop-down menu ▪ Select full day ▪ Giustificativa <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down menu ▪ Select the full day option ▪ Click on Giustificativa 	<p>8.00h will be taken from your flex pos from current month.</p> <p>Congedo compensatorio <u>will not appear</u> in your schedà annuale as a day of leave and will not be taken off your annual leave entitlement.</p> <p>Needs to be inserted a priori</p>
<p>Congedo compens. 1/2 gg</p>	<ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop down menu ▪ Insert in the box "ORE" value: 4.00 ▪ Click: Giustificativa 	<p>4.00h will be taken from your flex pos from current month.</p> <p>Congedo compensatorio <u>will not appear</u> in your schedà annuale as a day of leave and will not be taken off your annual leave entitlement</p> <p>Needs to be inserted a priori</p> <p>Do not press F3 when leaving</p>
<p>Congedo ordinario 1 gg P.T. (part-time)</p>	<p>For one day:</p> <ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop-down menu ▪ Select full day 	<p>Needs to be inserted a priori</p> <p>Only for part-time users</p>

	<ul style="list-style-type: none"> ▪ Giustifica <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down menu ▪ Select the full day option ▪ Click on Giustifica 	
Congedo compensatorio 1 gg P.T. (part-time)	<p>For one day:</p> <ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop-down menu ▪ Select full day ▪ Giustifica <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down menu ▪ Select the full day option ▪ Click on Giustifica 	<p>According to the part time the corresponding hours will be taken from your flex pos from current month.</p> <p>Congedo compensatorio will not appear in your scheda annuale as a day of leave and <u>will not be taken</u> off your annual leave entitlement.</p> <p>Needs to be inserted a priori</p>
Congedo ordinario 1 gg. autista	<p>For one day:</p> <ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop down menu 	<p>Needs to be inserted a priori</p>

	<ul style="list-style-type: none"> ▪ Select full day option ▪ Click on “Giustificata” <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down menu ▪ Select the full day option ▪ Click on Giustificata 	
Congedo ordinario 1/2 gg. autista	<ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop-down menu ▪ Insert in the box “ORE” value: 4.20 ▪ Click: Giustificata 	Needs to be inserted a priori Do not press F3 when leaving
Congedo comp. 1 gg. autista	<p>For one day:</p> <ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop-down menu ▪ Insert full day option ▪ Click on “Giustificata” <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down 	8.40h will be taken from your flex pos from current month. Congedo compensatorio <u>will not appear</u> in your scheda annuale as a day of leave and will not be taken off your annual leave entitlement. Needs to be inserted a priori

	<p>menu</p> <ul style="list-style-type: none"> Select the full day option Click on Giustifica 	
Congedo comp. ½ gg. autista	<ul style="list-style-type: none"> Gestione Giustificativi Click on the day Select the appropriate option from the drop-down menu Insert in the box “ORE” value: 4.20 click: Giustifica 	<p>4.20h will be taken from your flex pos from current month.</p> <p>Congedo compensatorio <u>will not appear</u> in your scheda annuale as a day of leave and will not be taken from your annual leave entitlement</p> <p>Needs to be inserted a priori</p> <p>Do not press F3 when leaving</p>
Congedo speciale	<p>For one day:</p> <ul style="list-style-type: none"> Gestione Giustificativi Click on the day Select the appropriate option from the drop- down menu Insert full day option Click on “Giustifica” <p>For more days:</p> <ul style="list-style-type: none"> Giornate di Assenza Insert the dates from x to y Select the appropriate option from the drop- down menu Click on Giustifica 	<p><u>User 0</u>: inserts motivated request in INAZ and sends adequate justification to INAZ Support.</p> <p>In case of doubts or queries about your annual leave , please contact: INAZ.Support@eui.eu</p> <p><u>User 1</u>: Approves absence</p> <p><u>User 2</u>: evaluates if congedo speciale may be granted on the basis of justification</p>

Medical visit

<p>Visita medica</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box "ORE" value: 4.00 ▪ Click: Giustifica 	<p>Needs to be inserted a priori</p> <p>Requires medical certificate (proof of visit)</p> <p>Do not press F3 when leaving</p>
<p>Visita medica annuale</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box "ORE" value: 2.00 ▪ Click: Giustifica 	<p>Needs to be inserted a priori</p> <p>Medical certificate (proof of visit) is not needed</p> <p>Do not press F3 when leaving</p>

F3

<p>Eliminare F3 errata</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box "ORE" value: 1.00 ▪ Click: Giustifica* 	<p>Eliminates incorrectly pressed F3</p>
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<p>Inserimento F3 (lav.cont.)</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” value: 1.00 ▪ Click: Giustifica 	<p>In case of only two clockings in the day – without lunch break - you have to press F3 when leaving.</p> <p>This also applies to work on Saturday, Sunday and days of closure.</p> <p>If you work more than 5.00h, lunch break is mandatory.</p>
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Sickness

<p>Malattia con certificato</p>	<p>For one day or less than one day:</p> <ul style="list-style-type: none"> ▪ Gestione Giustificativi ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert full day option ▪ Click on “Giustifica” <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop- down menu ▪ Click on Giustifica 	<p>Medical certificate is needed after 3rd day of absence. It is also obligatory if sickness occurs with a weekend in the middle or before or after days of leave- from Friday till Monday. User 0 should inform User 1 about length of sickness indicated in the certificate (date of the certificate is considered as first day of sickness). User 0 should send certificate to the Personnel Service as soon as possible <u>and imperatively before the 5th day of absence.</u></p> <p>Sickness should be inserted including weekends and closure days.</p> <p>Insertion: User 1</p> <p>No anomaly is counted for the a posteriori insertion of the sick leave</p> <p>Needs to be inserted on the</p>
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		first day of absence
Malattia parziale certificato	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ click on the day ▪ Select the appropriate option from the drop-down menu ▪ <i>Tipo giustificativo</i> -> select 'giornata intera' ▪ Click: Giustifica 	<p>Refers to work with reduced hours on the basis of medical certificate. Authorisation to work reduced hours on medical grounds should be requested at Inaz.Support@eui.eu</p> <p>Do not press F3 when leaving</p> <p>Insertion: User 0 or User 1</p> <p>This needs to be inserted for every day for which a medical certificate has been produced.</p>
Malattia senza certificato	<p>For one day or less than one day:</p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the cause ▪ <i>Tipo giustificativo</i> -> select 'giornata intera' ▪ click: Giustifica <p>For more days:</p> <ul style="list-style-type: none"> ▪ <i>Giornate di Assenza</i> ▪ Insertion: User 0 or User 1 	<p>Should be used in case of all day absence as well as a partial absence with early exit from the office.</p> <p>User 0 should inform User 1 about length of sickness.</p> <p>Limit: 12 days a year.</p> <p>Insertion: User 1</p> <p>No anomaly is counted for the a posteriori insertion of the sick leave</p> <p>Needs to be inserted on the first day of absence</p>

Overtime

Requests for compensation of overtime need to be inserted in INAZ at the latest 13 days after the day in which overtime has been carried out

<p>Riaccred. extra A-B fest/nott. richieste</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” maximum calculated value ▪ Insert explanation/motivation in the text field ‘Note’ ▪ Click: Giustifica 	<p>For users who are NOT entitled to overtime</p> <p>Extra work carried out between 7.00-8.00 and 19.00-22.00 and on Saturdays.</p> <p>User (authorised by director/Head of his service) may ask to add any extra time to positive flexibility.</p> <p>Needs to be inserted a posteriori</p>
<p>Riaccred. ore extra A-B richieste</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” maximum calculated value ▪ Insert explanation/motivation in the text field ‘Note’ ▪ click: Giustifica 	<p>For users who are NOT entitled to overtime</p> <p>Extra work carried out between 7.00-8.00 and 19.00-22.00 and on Saturdays.</p> <p>User (authorised by director of his service) may ask to add any extra time to positive flexibility.</p> <p>Needs to be inserted a posteriori</p>
<p>Straord. in extra fest/nott. richies.</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ click on the day ▪ Select the appropriate option from the drop- down 	<p>Overtime carried out between 22.00-6.00, Sundays and on public holidays.</p> <p>Needs to be inserted a posteriori</p>

	<p>menu</p> <ul style="list-style-type: none"> ▪ insert in the box “ORE” maximum calculated value ▪ Insert explanation/motivation in the text field ‘Note’ ▪ click: Giustifica 	<p>Request must exceed 30min (>0.30)</p> <p>Only for users who are entitled to overtime¹</p> <p>Insertion: User 0 , Approval: User 1</p>
<p>Straordinario in flex positiva richiesta</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” maximum calculated value ▪ Insert explanation/motivation in the text field ‘Note’ ▪ Click: Giustifica 	<p>Overtime carried out between 8.00-19.00, from Monday till Friday.</p> <p>Needs to be inserted a posteriori</p> <p>Request must exceed 30min (>0.30)</p> <p>Only for users who are entitled to overtime¹</p> <p>Insertion: User 0 , Approval: User 1</p>
<p>Straordinario in ore extra richiesta</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” maximum calculated value ▪ Insert explanation/motivation in the text field ‘Note’ ▪ Click: Giustifica 	<p>Overtime carried out between 7.00-8.00 and 19.00-22.00 and on Saturdays.</p> <p>Needs to be inserted a posteriori</p> <p>Request must exceed 30min (>0.30)</p> <p>Only for users who are entitled to overtime¹</p> <p>Insertion: User 0 , Approval: User 1</p>

¹ Overtime work can only be requested in case of urgency or exceptional pressure of work. Requests made on days where the staff member has participated in training, requested a medical visit permit or accumulated negative flexibility will not be accepted. Staff working part-time can under no circumstances be requested to work overtime.

<p>Ore realmente lavorate</p>	<ul style="list-style-type: none"> ▪ User 1 should insert for User 0 hours actually worked on Saturdays 	<p>Only for Library</p> <p>Only for users with one clocking a day for work carried out on Saturdays</p> <p>Insertion: User 1</p>
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Off-site work

<p>Lavoro fuori sede</p>	<p>Without clocking:</p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ a) for the whole day select 'giornata intera' ▪ b) for less than whole day insert in <i>dalle__ alle__</i> hours actually worked (after deducting lunch break) ▪ Click: Giustifica <p>With clocking:</p> <p>Without lunch break:</p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ insert in <i>dalle__ alle__</i> hours actually worked off-site (till 19.00!) ▪ click: Giustifica 	<p>Refers to activities undertaken within the province of Florence (within 80 km of the EU).</p> <p>Concerns whole day work as well as partial.</p> <p>Needs to be inserted a posteriori</p> <p>Please remember to insert lunch break if you worked more than 5.00h</p>
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	<p>With lunch break:</p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in <i>dalle__ alle__</i> hours actually worked off-site (till 19.00!) ▪ Click: Giustifica ▪ Insert the cause: <i>pranzo non lavorativo fuori sede</i> (please see below) <p>With business lunch break</p> <ul style="list-style-type: none"> ▪ Insert the cause: <i>l.f.s. in gg. con pranzo lav.</i> 	
Pranzo non lavorativo fuori sede	<p>After inserting <i>lavoro fuori sede</i></p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” value: 0.20 ▪ Click: Giustifica 	Off-site work with lunch break
l.f.s. in gg. con pranzo lav. (Lavoro fuori sede con pranzo di lavoro)	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in <i>dalle__ alle__</i> hours actually worked off-site (till 19.00!) ▪ Click: Giustifica 	Off-site work with business lunch

<p>Lavoro fuori sede extra</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” hours worked ▪ Insert explanation/motivation in the text field ‘Note’ ▪ Click: Giustifica 	<p>Work carried out between 7.00-8.00 and 19.00-22.00 and on Saturdays.</p> <p>Needs to be inserted a posteriori</p>
<p>Lavoro fuori sede extra fest./nott.</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” hours worked ▪ Insert explanation/motivation in the text field ‘Note’ ▪ Click: Giustific 	<p>Work carried out between 22.00-6.00, Sundays and on public holidays.</p> <p>Needs to be inserted a posteriori</p>
<p>Lavoro fuori sede extra A-B</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box “ORE” hours worked ▪ Insert explanation/motivation in the text field ‘Note’ ▪ Click: Giustifica 	<p>Work carried out between 7.00-8.00 and 19.00-22.00 and on Saturdays.</p> <p>Needs to be inserted a posteriori</p>

<p>Lavoro fuori sede extra A-B fest./nott.</p>	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ Insert in the box "ORE" hours worked ▪ Insert explanation/motivation in the text field 'Note' ▪ click: Giustifica 	<p>Work carried out between 22.00-6.00 and on Sundays.</p> <p>Needs to be inserted a posteriori</p>
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Mission

<p>Missione</p>	<p>For one day:</p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option from the drop- down menu ▪ <i>Tipo giustificativo -> select 'giornata intera'</i> ▪ Click: Giustifica <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down menu ▪ Click on Giustifica 	<p>Should be used in case of all day absence as well as partial.</p> <p>Insertion by user 0 or user 1</p>
<p>Missione per Ferragosto</p>	<p>For one day:</p> <ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the appropriate option 	<p>In case of a mission during Ferragosto closure. The cause cancels obligatory leave.</p> <p>Insertion by user 0 or user 1</p>

	<p>from the drop- down menu</p> <ul style="list-style-type: none"> ▪ <i>Tipo giustificativo</i> -> select 'giornata intera' ▪ Click: Giustifica <p>For more days:</p> <ul style="list-style-type: none"> ▪ Giornate di Assenza ▪ Insert the dates from x to y ▪ Select the appropriate option from the drop-down menu ▪ Click on Giustifica 	
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Other

Assenza p.time verticale	<ul style="list-style-type: none"> ▪ For one day: ▪ <i>Gestione Giustificativi</i> ▪ For more days: ▪ <i>Giornate di Assenza</i> 	<p>Only for users 'part-time verticale'.</p> <p>Needs to be inserted a priori</p>
Smarrimento badge	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the cause ▪ Insert in the box "ORE" value: 1.00 ▪ Click: Giustifica ▪ Modifica timbrature ▪ Insert clocking manually 	<p>Please contact REF Service for issuing a new card.</p> <p>Proper communication should also be sent to: Inaz.Support@eui.eu</p>
Badge smagnetizzato	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the cause 	<p>Please contact REF Service to obtain a new card.</p> <p>Proper communication should be also sent to:</p>

	<ul style="list-style-type: none"> ▪ Insert in the box “ORE” value: 1.00 ▪ Click: Giustifica ▪ Modifica timbrature ▪ Insert clocking manually 	Inaz.Support@eui.eu
Dimenticanza badge	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the cause ▪ Insert in the box “ORE” value: 1.00 ▪ Click: Giustifica ▪ Modifica timbrature ▪ Insert clocking manually 	Not applicable to users who have chosen the “full flexibility” option
Terminale timb. guasto	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the cause ▪ Insert in the box “ORE” value: 1.00 ▪ Click: Giustifica ▪ Modifica timbrature ▪ Insert clocking manually 	The cause should be inserted in INAZ after approval by INAZ.Support@eui.eu
Pranzo di lavoro	<ul style="list-style-type: none"> ▪ <i>Gestione Giustificativi</i> ▪ Click on the day ▪ Select the cause ▪ Insert in the box “ORE” value: 0.20 ▪ Click: Giustifica 	<p>Please do not clock out for a lunch break.</p> <p>The value is fixed at 20min.</p> <p>Please do not press F3 in case of only two clockings on a specific day.</p>

ANOMALIES

Anomalies will be notified by email once a week. The notification will also include anomalies corrected but consolidated.

Anomalies can be corrected up to 6 days after having received a notification about them. After that time has elapsed the anomaly will be consolidated and the day no longer be modified.

For more information on the INAZ weekly and monthly notification please refer to the information available on the INAZSelfweb:

http://vminaz.iue.private/InazSelfWeb/IUE_Files/AboutAnomaliesMail.htm

CHIUSURA DEL MESE

Once a month has been closed (i.e. March), the clockings and justifications until 1st April inclusive may no longer be modified.

The data from the month “March” will be available for consultation through “Totalizzazione Causali” for the corresponding time frame, from 01/03 to 31/03.

BRIEF EXPLANATION ON FLEXIBILITY AS SEEN IN TOTALIZZAZIONE CAUSALI²

Caption

512 saldo positivo da mese precedente = Balance of positive flexibility from the previous month

513 saldo negativo da mese precedente = Balance of negative flexibility from the previous month

99 flex negativa del mese = Negative flexibility of the current month

101 flex positiva del mese effettuata = Positive flexibility of the current month

1128 recupero ferragosto – Number of leave days recuperated under the “Ferragosto rule”

If your balance of positive flexibility is > to 16 hours, all the hours on top of it will go towards the “Ferragosto meter” – Only for full-time staff members.

If your balance of negative flexibility is \geq 16 hours, the hours will be recuperated from your annual leave entitlements.

² N.B. Totalizzazione causali can only be consulted using a monthly time frame.

BRIEF EXPLANATION ON CONTROLLO RESIDUI ORARI

Through Controllo Residui Orari users can consult, at a glance, the number of leave days, medical visits which have been approved and used, as well as the number of leave days recuperated under the “Ferragosto rule” and the number of extra hours for which compensation has been requested from the beginning of the year to the end of the latest closed month.

BRIEF EXPLANATION ON THE SCHEDA ANNUALE

Through the ‘scheda annuale’ option you can check:

- your F3 anomalies (controllo anomalie F3) that still need to be corrected (failure to do so could result in accruing negative flexibility).
- if you have exceeded some entitlements (controllo superamento tetti), e.g. maximum number of sick leave without medical certificate, etc.
- your annual leave situation (situazione congedo annuale) including the ‘recupero ferragosto days’ you have accrued or the number of days of negative flexibility that have been deducted from your annual leave entitlements.

This function should only be used by selecting the appropriate yearly time frame: from 01/01 to 31/12 of the current year.