

III. WORKING HOURS AND REST TIME

3.1. The University:

- **normal working hours** - a 40-hour working week for workers employed in jobs with normal working conditions;

- **reduced working hours:**

- a) For teaching staff - 36 hours;
- b) for employees with disabilities of groups I and II - 36 hours;
- c) for employees aged 16 to 18 years - 36 hours;
- d) for medical workers - 36 hours.

- **part-time:**

- a) At the request of a pregnant woman, one of the parents of a child under the age of fourteen (a child with a disability under the age of sixteen) (a substitute parent) or a person caring for a sick family member in accordance with Article 398 of the Labor Code;
- b) at the request of a person with a disability in accordance with Article 424 of the Labor Code, if the establishment of working hours is provided for by the recommendations of a medical and social expert commission;

3.2. The annual recommendation of the Ministry of Employment and Poverty Reduction of the Republic of Uzbekistan on calculation of working hours (in 5-day 40-hour working week) is used when accounting for working hours (in 5-day 40-hour working week).

The University has a five-day working week from Monday to Saturday. Sunday is considered a day off.

When accounting for working time, the time from Monday to Saturday, except for night time (from 22:00 to 06:00 hours), is taken as an interval of working time.

3.3. On the eve of non-working holidays, the duration of daily work (shift) shall be reduced by at least one hour for all employees except for shift workers.

3.4. Employees working a shift on the eve of a holiday shall be compensated for excessive work by providing additional rest time or paying for excessive work with the employee's consent in accordance with Article 262 of the Labor Code of the Republic of Uzbekistan.

3.5. For individual employees or groups of employees of structural subdivisions, taking into account production necessity and conditions of labor organization, employees are allowed to work in flexible working hours. Flexible working hours are established by agreement directly with the management and within certain limits allow self-regulation of the beginning, end, and total duration of the working day.

3.6. For employees with flexible working hours, work on Saturdays is provided with the condition that the employee is given a day off in the middle of the week.

When determining a day off during the week, its impact on the organization of employees' work is taken into account. At the same time, the total number of working hours set for an employee is required to be worked in full in the calculation period (working day, week, month, etc.).

3.7. Employees working flexible working hours are guaranteed that the amount of their monthly salary will be equal to the amount of salary established by the staff schedule.

3.8. The working time rules do not apply to shift workers. In cases necessary for working conditions, as well as in case of related jobs with one day off and a six-day working week, the duration of night work is equal to the duration of day work.

The Uzbek language version of the Collective Agreement shall prevail in terms of legal force.

- 3.9. Responsibility for ensuring the legality of timekeeping is assigned to the Department of Human Capital Management of the University.
- 3.10. The duration of working time under part-time conditions shall be determined by agreement between the Employee and the Rector of the University. Remuneration for part-time working hours (including part-time work if working in several professions and positions) shall be paid in proportion to the time of work or the amount of work performed.
- 3.11. If the Employer engages the Employee to work in excess of the working hours set by the Employer on the basis of the Employer's order and with the Employee's consent, it is considered overtime work.
- 3.12. Involvement of the Employee to work overtime on working days, weekends, and non-working holidays by the employer without his consent is allowed in exceptional cases stipulated by Article 210 of the Labor Code of the Republic of Uzbekistan.
- 3.13. The procedure for payment for overtime, evening hours, weekends, and public holidays is regulated by a separate regulation.
- 3.14. Overtime work, work on a holiday or a day off may be compensated by another day of rest (time off) at the employee's request. At the employee's request, overtime work may also be paid in an amount equal to the number of hours of work performed in excess of the established working hours. If another day off is provided for work on a holiday or a weekend or work performed overtime, labor remuneration for such work shall be paid at least once.
- 3.15. Vacation periods of the University employees shall be established in accordance with Annex No. 1 to this Agreement. Additional days off, established by the Decree of the President of the Republic of Uzbekistan, falling during the period of annual labor leave shall not be taken into account in determining the duration of labor leave. For the period of annual leave, the Employee shall be guaranteed payment for labor in accordance with Article 257 of the Labor Code of the Republic of Uzbekistan.
- 3.16. Annual leave for teaching staff and course leaders is granted during the summer vacation of students. Annual labor leave for the first year of work is granted in full duration with payment in proportion to the time worked; for the second and subsequent years worked, annual labor leave of this category of employees is paid in full.
- 3.17. Employees engaged in scientific activity at their request are granted sabbatical leave from one to six calendar months with the preservation of average earnings and position at the main place of work in accordance with Article 387 of the Labor Code of the Republic of Uzbekistan and Annex No. 7 to the Cabinet of Ministers Resolution No. 133.
- 3.18. When an author group writes textbooks and teaching aids, a sabbatical leave is granted to one of the members of the author group on the basis of a written application signed by all members of the author group. Authors also have the right for mutual distribution of leaves.
- 3.19. Payment for vacation shall be made no later than the last working day preceding the start of the vacation.
- 3.20. In the event of termination of the employment contract at the employee's request, on the basis of his/her written application (except for cases of termination of the employment contract due to the employee's guilty action (inaction)), he/she shall be granted unused annual labor leave with subsequent termination of the employment relationship in proportion to the time worked.