

Local agreement

FLEXITME SCHEME

**FOR technical/administrative staff at
SDU**

Purpose

This local agreement on flexible working hours sets out the detailed framework for flexible working for technical/administrative staff on monthly salaries at SDU. As a public sector workplace, SDU must comply with the applicable rules and regulations regarding working hours and the working environment, including the rules on registration of working hours.

Within this framework, SDU will help to create an attractive workplace that attracts, develops and strengthens staff loyalty. Our aim is to create an active, vibrant workplace where the University's operational efficiency, academic and social community, and flexibility for staff and managers go hand in hand.

The flexitime scheme is implemented on the basis of comprehensiveness and trust. Part of a manager's responsibilities is to prioritise tasks and ensure that work is planned in such a way that tasks are completed efficiently and on time, whilst allowing staff to maintain a healthy work-life balance. The manager is responsible for monitoring employees' working hours to ensure a suitable work-life balance, whilst the employee contributes to this by consulting their line manager if tasks cannot be completed within working hours.

Ongoing dialogue between managers and the employee regarding the performance and prioritisation of tasks is a key factor in establishing clear guidelines, fostering collaboration and boosting engagement. Employees have a degree of flexibility in how they structure their work, including where it is carried out. They are expected to organise their working hours so that departmental needs and tasks are met satisfactorily and service levels are upheld both externally and internally.

The departments at SDU differ in terms of their work tasks, staff composition, peak workloads, deadlines, etc. The agreement has been drawn up with these factors in mind.

The agreement supplements the provisions on working hours in:

- The Working Hours Act. For more information, see: <https://sdunet.dk/en/servicesider/hr/ansattelsesforhold/arbejdstid>
- The collective agreement of the Danish Confederation of Professional Associations
- Collective agreement between the Ministry of Finance and Offentligt Ansattes Organisationer (State Sector) and associated organisational agreements
- Circular on the agreement regarding working hours for civil servants in the public sector
- Collective agreement for journalists in the public sector
- Collective agreement between the Ministry of Finance and The Confederation of Teachers Unions and CO10 – Centralorganisationen af 2010 (the LC/CO10 collective agreement)
- [SDU's local agreement on permanent recurring remote working for technical/administrative staff](#)

This agreement does not entail any changes to management rights, existing agreements, collective agreements or other rules concerning working hours, additional time, overtime or on-call duties, etc.

1. Covered by the flexitime scheme

The flexitime scheme applies to technical/administrative staff on monthly salaries employed by SDU.

Senior consultants and specialist consultants are not covered by the flexitime scheme. For these groups, the general rules on working hours set out in the collective agreement of the Danish Confederation of Professional Associations and other relevant rules, including those on registration of working hours, apply. SDU also strives to be an attractive workplace for these staff members, offering a flexible working environment that supports the needs of both staff and the University.

Technical/administrative managers who organise their own working hours are not covered by the flexitime scheme.

Technical/administrative staff in flexible jobs have fixed working hours and are not covered by the flexitime scheme.

When hiring on an individual contract, a decision is made as to whether the employee is covered by the flexitime scheme. If the employee is covered by the scheme, this will be stated in the certificate of employment.

Technical/administrative staff at SDU who are part of on-call rosters may also be covered by this flexitime agreement. The terms and conditions of on-call rosters are set out in local agreements between union representatives, SDU HR and management.

Exceptions to the flexitime scheme may only be imposed on the employee if there are documented and objective reasons, for example in cases of repeated or serious breaches of this agreement. The exemption must be preceded by dialogue with the employee, a written and specific justification, and the involvement of the union representative. If there is any suspicion of misconduct (e.g. deliberately incorrect recording of working hours), this will be dealt with in accordance with employment law procedures, including a reprimand, a written warning or other appropriate sanctions.

2. Concepts

2.1 Working hours

The average working week for all full-time employees is 37 hours. The flexitime scheme does not stipulate any fixed working hours. Employees can therefore organise their working hours within the framework and limits of the scheme.

2.2 Standard working hours

'Standard working hours' refers to the working hours laid down in the collective agreements and the conditions of employment, distributed equally across the first five working days of the week. The standard working hours for a full-time employee are 7.4 hours per day, totalling 37 hours per week. For part-time employees, standard working hours are calculated on a pro rata basis.

2.3. Opening hours

Opening hours are the times during which the organisation is available to deal with enquiries, both in person and online. The opening hours may be determined for individual units by the manager with appointing authority. It is the manager's responsibility to ensure that staff and other stakeholders are aware of the unit's opening hours.

2.4. Flexitime hours

2.4.1. Hours worked in excess of the working hours specified in the certificate of employment and the collective agreement are recorded as flexitime hours unless they constitute mandatory overtime or extra work.

2.4.2. Mandatory overtime or extra work is dealt with outside the scope of the flexitime agreement and remunerated in accordance with the applicable collective agreements. Overtime or extra work must be ordered by the manager.

2.4.3. Flexitime hours can be earned both on and off campus.

3. Calculation and settlement of flexitime

3.1. The employee must record their daily arrival and departure times, as well as any other absences, in SDU's flexitime system. The employee must approve the entries as soon as possible after the end of the month and no later than the 5th of the following month. It is the employee's responsibility to ensure that all days are recorded correctly.

3.2. The manager plays a key role in supporting the employee, which means that they must regularly help with prioritising tasks, provide guidance and ensure that work is organised appropriately so that the employee can balance their working hours. The manager should also ensure that they support the employee in finding solutions if their flexitime balance is approaching the maximum limit (see below) and help to ensure that the department's tasks are carried out efficiently.

3.3. In the monthly statement, a full-time employee may have a maximum deficit of 7.4 hours and a maximum surplus of 37 hours. For part-time employees, the deficit or surplus is calculated on a pro rata basis.

3.4. In exceptional circumstances, the manager and employee may agree on additional hours to make up for any deficit or surplus. It is important that the agreement clearly sets out when and how the flexitime balance is to be settled, and that the agreement is entered into on the basis of mutual trust and understanding of the circumstances of both the employee and SDU. To avoid any misunderstanding, it is recommended that the agreement be set out in writing.

3.5. The use of flexitime hours is coordinated with colleagues as necessary, and the taking of full days off is agreed with the line manager. The use of flexitime hours must take place with due regard to ensuring that the department's tasks are covered and carried out satisfactorily, with adequate staffing levels.

3.6. Accrued flexitime hours may generally not be settled through cash payment.

4. Internal transfer

In the event of a transfer within SDU, the employee and the current line manager must agree on how any flexitime balance (surplus or deficit) is to be settled so that the balance is reset before the transfer. If this is not possible for operational reasons, the flexitime balance will be transferred to a new unit by agreement with the receiving manager.

5. Resignation

5.1. The employee and the manager should agree on a settlement plan well in advance of the employee's departure to ensure that any flexitime balance has been settled as far as possible by the time the employee leaves.

5.2. Surplus hours that have not been settled upon resignation cannot be expected to be remunerated as cash payment. However, this may be necessary if an agreement has been entered into between the manager and the employee, as per section 3.4 above.

6. Follow-up on the flexitime scheme

Every year on 1 May, a flexitime statement is prepared for each of SDU's faculties and the Central Administration. The report will be discussed in the relevant management groups and health and safety committees.

7. Administration of the flexitime scheme

The flexitime scheme is administered by SDU HR.

8. Commencement and termination

8.1. The agreement comes into force on 1 April 2026.

8.2. The flexitime scheme may be terminated by either the employer or the employees' representatives on the Central Liaison Committee, subject to three months' notice and an obligation to renegotiate. The scheme cannot be terminated separately for one or more specific professional groups.

9. Evaluation

The agreement will be reviewed one year after it comes into force. SDU HR will launch an evaluation.

This local agreement supersedes previous flexitime agreements at SDU.

Odense, 19 March 2026

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Christian Bilde Dannevang – Djøf, DM, the Danish Psychological Association

Michelle Pedersen – HK/Stat

Martin Godtfredsen – Prosa

Kent Daugaard – Dansk Metal

Christina Holst – Vagt og sikkerhedsfunktionærerne

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Birgitte Damby Sørensen – Dansk Laborantforening, HK/Stat

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Teis Lentz – The Danish Engineers' Association

Maiken Lyhne Kristensen – 3F

Rasmus Rydbirk, IDA

The parties and their respective signatures are set out in the Danish-language version of this agreement, which shall prevail in the event of any discrepancy.