

## Working hours of secondary school teachers

### Working hours & daily and weekly rest :

Daily working hours may not exceed a total of 10 hours per day.

After 6 consecutive hours of work, the employee is entitled to a break of at least 30 minutes.

There must be at least 11 hours of rest between two consecutive working days. e.g. if you finish work on a Monday at 21h00 because of meetings you should not start before 08h00 on the following day.

The weekly rest period, which is the minimum rest period in each 7-day period, is set at a minimum of 24 consecutive hours, and to which must be added the 11 hours of daily rest. e.g. if you work a Saturday from 14h00 to 21h00 you should not start work before 08h00 on the following Monday.

### Weekly working hours of secondary school teachers:

The workload of secondary school teachers consists of 21 lessons and 1 ACT72 lesson per week. A lesson lasts 50 minutes. This duration may be modified, in which case the coefficient is adapted to the actual duration of the lesson e.g. a 45 minute lesson has a coefficient of 0.9 and a 60 minute lesson has a coefficient of 1.2.

One lesson is equivalent to 2 hours of administrative work. One hour of supervision or surveillance is equivalent to 0.5 lessons as no planning or marking is required. So a taught lesson can be replaced by 2 periods of surveillance on a teacher's timetable.

In addition to conducting lessons in front of the class, the teaching task includes the following activities:

preparation of lessons; assessment of pupils' knowledge and skills; preparation and correction of homework, revision work and holiday work; participation in class councils; remedial work, with the exception of academic support (APPUI); supervision between lessons and before classes start.

### The availability task for secondary school teachers /ACT72 :

The availability task (ACT72) consists of 72 hours per school year that the teacher can devote to the following activities:

- participation in department meetings, including plenary meetings and conseils de discipline;
- pedagogical consultation with other teachers / staff members;
- dialogue with pupils, dialogue with pupils' parents;
- participation over a three-year period in at least 48 hours of certified in-service training outside teaching hours.

Supervising exams or covering classes should not be included in ACT72.

In principle, teachers should keep a record of the ACT72 activities and the number of hours spent on said activities.

For employees, the ACT72 is reduced by 16 hours from the age of 50 and by 32 hours from the age of 55. [1]

### Seniority discharge fonctionnaires-teachers:

Per week: 1 lesson from the age of 45 - 2 lessons from the age of 50 - 4 lessons from the age of 55.

### Overtime:

There are 2 types of overtime:

1) Extra lessons for the whole year (i.e. extra lessons allocated from September) Teachers can refuse overtime above 5 additional lessons per week, i.e. a weekly workload in excess of 27 lessons in total (including ACT72).

2) Short/medium term cover during the year: Teachers can refuse cover lessons[2] after a period of 12 weeks if these replacement lessons exceed their regulatory workload of 22 lessons per week (including ACT72). Thus, a teacher can only be asked during the year to cover for a colleague for a maximum of 12 weeks and not any longer, after this another solution needs to be found by the school. The limit is still a maximum of 5 extra lessons per week. Please note this is different from surveillance which only count as 0.5 since the replacement lesson must be prepared, assessed etc.

Trainees (includes the stage period) and teachers on parental leave or part-time service, as well as pregnant or breastfeeding women, must not work overtime.

Any lesson counted as overtime should appear on Webuntis and be paid or converted into CET.

[1] This means that teachers are entitled to 16 fewer hours of meetings per school year from the age of 50, and 32 fewer hours of meetings per school year from the age of 55. If we deduct an average of 16 hours dedicated to continuing education, the employee cannot be obliged to dedicate more than 40 hours per school year to ACT72 activities from the age of 50 and 24 hours from the age of 55.

[2] Cover lessons: replacing a colleague on sick leave/maternity leave etc.

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