

Annual planning template for holidays & overtime



Please adapt to the company's internal regulations.

Important guidelines for vacation planning

Vacation entitlement: The annual vacation entitlement of [please add number of days according to individual employment contract / company regulations / law] days must generally be taken within the calendar year. Carryover to the following year is only permitted for exceptional operational or personal reasons.

Legal provisions: According to Art. 329a para. 1 of the Swiss Code of Obligations (OR), the minimum entitlement is 4 weeks. Employees up to the age of 20 are entitled to 5 weeks of vacation.

Remaining vacation days from the previous year: Any unused vacation days from the previous year must be taken by [insert date according to personnel regulations/internal guidelines]. In principle, the employer may determine when vacation days are taken. The wishes of employees must be taken into account, provided they are compatible with the company's interests (Art. 329c para. 2 Swiss Code of Obligations).

Consecutive holidays: At least two weeks of vacation must be taken consecutively (Art. 329c para. 1 OR).

Responsibility: Vacation planning applies to all employees. While supervisors have operational responsibility for planning and adherence, the employer retains overall responsibility. Careful and timely vacation planning contributes to a positive business outcome.

Vacation in case of illness or accident

Vacation time is considered taken unless proof of incapacity to take vacation is provided (e.g., by a doctor's certificate addressing the issue of incapacity). It is important to note that incapacity for work does not automatically mean incapacity to take vacation. Incapacity to take vacation must be reported to the employer or supervisor as soon as possible [adjust timeframe according to personnel regulations/internal guidelines].

overtime

Regarding overtime, particular attention should be paid to Article 321c of the Swiss Code of Obligations (OR), the company's personnel regulations, and the individual employment contract. Overtime worked that was not explicitly ordered often requires the employer's approval, provided it was objectively necessary.

Overtime must be distinguished from so-called excess hours, which are governed by the Labour Act (ArG).