



## **WORK TIME CALENDAR**

Write down your work time!  
Assure your pay!

## WORK TIME CALENDAR



THIS CALENDAR BELONGS TO

NAME SURNAME

ADDRESS

STREET NUMBER POSTAL CODE CITY

EMPLOYED AT

NAME OF COMPANY

COMMENCEMENT OF WORK

DATE

PAYMENT

IN EUROS

AGREEMENT DATE

DATE

WITNESS (IF ORAL)

NAME SURNAME

OTHER

## IMPORTANT INFORMATION

### ▶ WRITE DOWN YOUR WORKING HOURS!

Basically, your boss is legally obligated to document your working hours. Still, you should stay on the safe side: Write down your working hours in this calendar, as well as work instructions, overtime, wage payments, etc. This will help you to prove your claims in case of conflicts. If you work with a business license, you have to write an invoice with your working hours and hand them to your boss in order to get paid!

### ▶ COLLECT EVIDENCE!

SMS, letters, e-mails from your boss can help you in an emergency to prove your work. Take pictures with your mobile phone of you at your workplace or of company signs.

### ▶ DON'T BE INTIMIDATED!

Don't sign anything that you don't understand (e.g. contracts, pay slips, blank forms) Your boss can't force you in any legal way to do so. You have rights – even without papers.

### ▶ JOIN FORCES WITH OTHER COLLEAGUES!

Together you are stronger. Colleagues can help you by witnessing your performance on the job. Write down their addresses and telephone numbers, in order to be able to contact them later. Try to hold discussions with your boss in their presence. They can testify the agreements made.

### ▶ TRADE UNION AND COUNSELLING CENTRES CAN HELP YOU!

On the back you'll find contact persons that are on your side and can support you with problems at work. Ask for trade union offices near you.

## YOUR RIGHTS

### ▶ MINIMUM WAGES

In Germany there exist statutory agreed minimum wages in certain branches (e.g. construction, commercial cleaning, and temporary work). You can find them on <http://www.wageindicator.org/main/minimum-wages/germany>

### ▶ PAY SLIP

Your boss is legally obliged to hand you written pay slips every month. They have to entail the number of hours worked or the agreed gross monthly wage, the paid wage tax as well as the final amount paid to you.

### ▶ OVERTIME

Overtime must be arranged with your boss in addition and always be paid.

### ▶ SICKNESS, PENSION AND UNEMPLOYMENT

Your boss is obligated to pay for you contributions to sickness, pension and unemployment. They must be visible on your payroll.

### ▶ WAGE DEDUCTIONS

Wage deductions for recruitment, travel, accommodation, etc., must be agreed in advance between you and your boss e.g. in the employment contract. Otherwise, it is against the law and you can take action against it.

### ▶ CONTRACT PENALTY

If you resign yourself, your boss may require from you in rare cases, a contract penalty. In such cases, you might ask for help at a counselling centre. The resignation has to be in written form.

### ▶ DISMISSED

If you are dismissed, your boss has to generally comply with a certain time frame. If you do not want to accept the dismissal, you must file a complaint to the Labour Court within **three weeks** after receipt of the notice. Ask a lawyer or the trade union for support.

### ▶ SICKNESS

Even if you're sick and you cannot work, your boss has to pay your wage. Ask the doctor to issue a medical certificate for you and give it to your boss.

### ▶ WORK ACCIDENT

If you have a work accident, you are protected by the statutory accident insurance. Tell the doctor that you had an accident at work. Keep records how it has come to the accident and who can bear witness to it.

### ▶ PROTECTIVE CLOTHING

In general, your boss is responsible to provide the necessary protective clothing, when you perform hazardous work, e.g. in construction. He is not allowed to charge you for it.

## TRAFFICKING INTO LABOUR EXPLOITATION?

- ▶ HAVE YOU BEEN DECEIVED OR MISLEAD REGARDING YOUR WORK AND WORKING CONDITIONS BY YOUR BOSS?
- ▶ HAVE YOU BEEN PUT UNDER PRESSURE, THREATENED OR FORCED TO WORK OVERTIME? DO YOU HAVE TO DO DANGEROUS WORK AGAINST YOUR WILL?
- ▶ ARE YOU RESTRAINED TO CONTACT OTHER PERSONS OR LOCKED UP?
- ▶ DID YOU HAVE TO HAND YOUR PASSPORT TO YOUR BOSS?
- ▶ ARE YOU A VICTIM OF PHYSICAL OR PSYCHIC VIOLENCE?

Then it may be that your boss is liable of trafficking for labour exploitation. As a victim you are entitled to additional rights and support. Contact a counselling centre or a union, inform your friends about your situation or alternatively colleagues you trust.

## INSTRUCTIONS FOR THE CALENDAR

This calendar helps you to document important information about your employment. Keep it safe.

### ▶ START / END

Write down when you first started to work and when you have stopped.

### ▶ BREAKS

Write down the duration of your breaks. As of six hours worked, you are entitled to a break of at least 30 minutes.

### ▶ WORKING HOURS

Compute how long you have worked on that day. If you have worked more than contractually agreed, it's overtime.

### ▶ JOB LOCATION / ADDRESS

Write down the city, street and house number of your workplace, if you don't know the address, write down distinctive shop names or buildings in the neighbourhood.

### ▶ TYPE OF WORK

Describe the work that you have done.

### ▶ WAGES ACTUALLY PAID

Write down how much money you received from whom. Who can testify it?

### ▶ SIGNATURE

Ask for a signature underneath your indications, ideally from your boss. Alternatively, ask colleagues at your workplace, even if they work for another company. Write down their names and contact details.

### ▶ NOTES

Add here any other information about your work, e.g. alternating work places, long travel hours, holidays or sickness, and to whom you have reported your sickness.

## WORK TIME CALENDAR

Month:	Year:
August	2013

	Start	End	Breaks	Working Hours	Job Location and Address	Type of Work	Wages Actually Paid	Signature Name Surname
5. Monday	8 <sup>00</sup>	17 <sup>00</sup>	1x 30 min	8,5	Hotel Plaza, Pacelliplatz 3 23456 Kreisstadt	Room cleaning	300 Euro in cash on August 3 from Mr. Z. (Colleague Y. was present)	 Marius Mauer, reception clerk Hotel Plaza
Tuesday	<b>EXAMPLE</b>							

# WORK TIME CALENDAR

Month:	Year:
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	Start	End	Breaks	Working Hours	Job Location and Address	Type of Work	Wages Actually Paid	Signature Name Surname
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Notes								

# WORK TIME CALENDAR

Month:	Year:
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Tuesday								
Wednesday								
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Friday								
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Sunday								
Notes								

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Tuesday								
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Friday								
Saturday								
Sunday								
Notes								

## ASSERTION, INSTRUCTIONS

### ► YOU CAN REQUEST YOUR SALARY FROM YOUR BOSS IN THE FOLLOWING MANNER:

- In Germany your wage is due no later than the 15th of the following month. If your boss does not pay your wage despite your request, you have to assert your claim immediately in written form. Otherwise you may lose your entitlement to your money!
- Use the formulations on the next page and complete them with your information.
- Try to deliver the letter to your boss in such a way that you can prove that he has received the letter. Ask for a confirmation that you have delivered the letter. The latter could be done by a colleague delivering the letter for you. If you send the letter by fax, keep the sending confirmation safe.
- Join forces with other colleagues having the same problem.
- If your boss goes bankrupt, in Germany there is the possibility that the Federal Employment Office will pay your salary for a maximal period of **three months** („Insolvenzgeld“) in Germany. You have to submit the request within **two months**.
- If your boss does not react upon this letter, you have to sue him in court as soon as possible.
- Ask for support at a counselling centre, a lawyer/attorney or a trade union!

## ASSERTION, EXAMPLE LETTER

M. Muster  
NAME SURNAME WORKER/EMPLOYEE  
Hauptstraße 1  
STREET NUMBER  
12345 Stadt  
POSTAL CODE CITY  
Hotel Plaza  
NAME OF COMPANY  
Marius Mauer  
NAME SURNAME EMPLOYER  
Pacelliplatz 3  
STREET NUMBER  
23456 Kreisstadt  
POSTAL CODE CITY

Wage requirement for   Mai 2013    
MONTH YEAR

Ladies and Gentlemen,

Unfortunately, you have missed to pay me for   05. 2013   until today.  
MONTH YEAR

In   Mai 2013   I have worked a total of   8,5   hours. Given the hourly gross wage rate of €   10,-   I am entitled  
MONTH YEAR QUANTITY AMOUNT  
to a monthly wage of €   85,-  .  
AMOUNT DUE

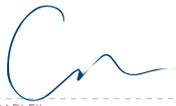
My number of hours worked is as follows

  1) 5. Mai 2013, 8<sup>00</sup> bis 17<sup>00</sup>, 8,5 Stunden    
DETAILED LIST OF HOURS WORKED

Hereby I kindly ask you to transfer the amount on my account known to you no later than   16. Juni 2013  .  
DAY MONTH YEAR

If you remain inactive during this period, I will take legal action to assert my claim.

Sincerely yours,

  M. Muster    
NAME SURNAME SIGNATURE (READABLE!) 

  Stadt  ,   01. Juli 2013    
CITY DAY MONTH YEAR

### IMPORTANT!

All fields marked must be filled in with your personal data and information.

# GELTENDMACHUNG

NAME SURNAME WORKER/EMPLOYEE

STREET NUMBER

POSTAL CODE CITY

NAME OF COMPANY

NAME SURNAME EMPLOYER

STREET NUMBER

POSTAL CODE CITY

Arbeitslohnforderung für \_\_\_\_\_  
MONTH YEAR

Sehr geehrte Damen und Herren,

leider haben Sie bis heute meinen Lohn für \_\_\_\_\_ nicht bezahlt.  
MONTH YEAR

Im \_\_\_\_\_ habe ich insgesamt \_\_\_\_\_ Stunden gearbeitet. Bei einem Stundensatz von € \_\_\_\_\_ Brutto  
MONTH YEAR QUANTITY AMOUNT

habe ich einen monatlichen Lohnanspruch von € \_\_\_\_\_.  
AMOUNT DUE

Meine Stundenzahl ergibt sich wie folgt:

DETAILED LIST OF HOURS WORKED

Ich bitte Sie um die Überweisung dieses Betrages auf mein Ihnen bekanntes Konto spätestens bis zum

\_\_\_\_\_  
DAY MONTH YEAR

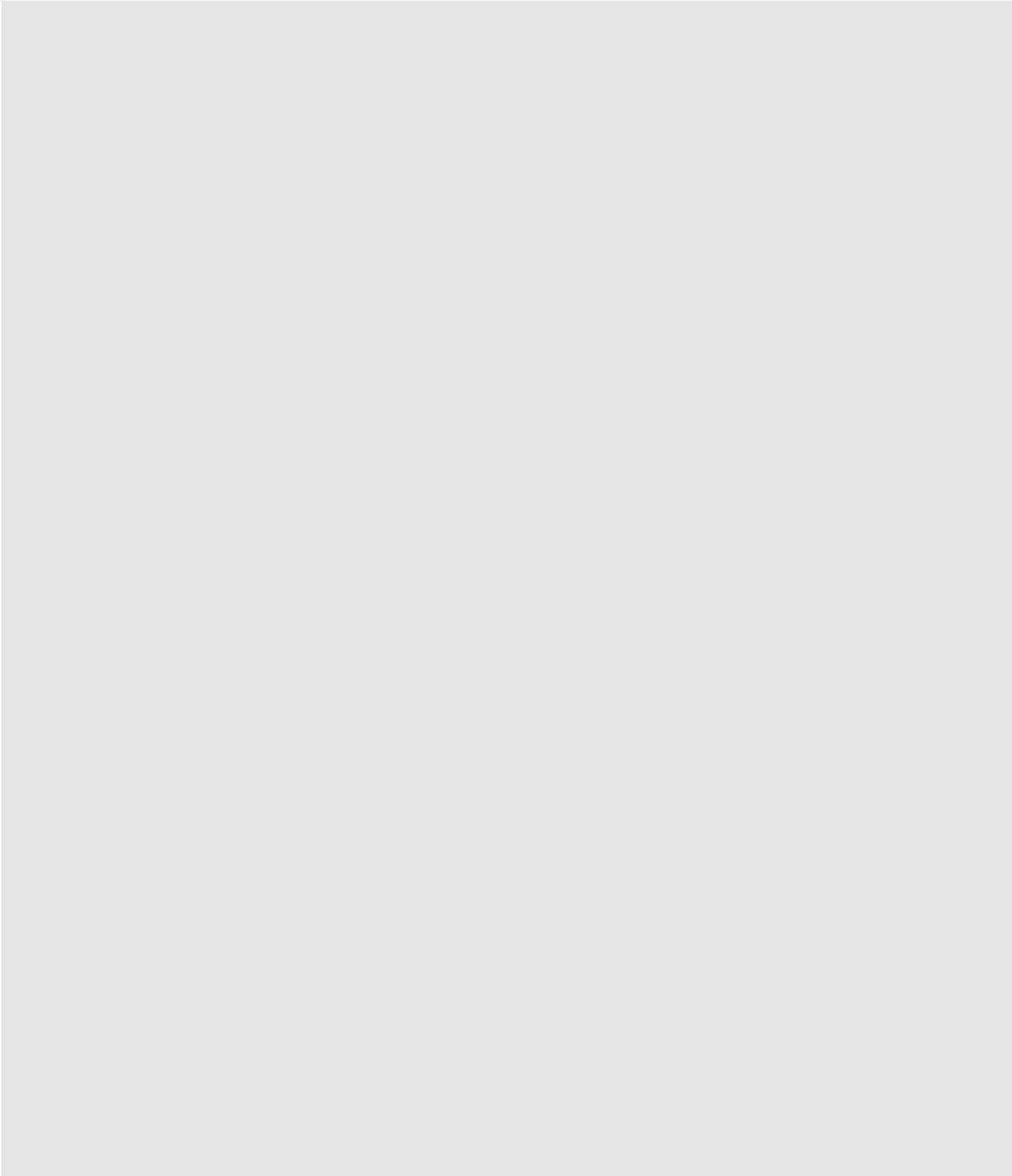
Sollten Sie innerhalb dieser Frist untätig bleiben, werde ich meine Lohnansprüche gerichtlich geltend machen.

Mit freundlichen Grüßen

NAME SURNAME SIGNATURE (READABLE!)

\_\_\_\_\_, den \_\_\_\_\_  
CITY DAY MONTH YEAR

NOTES



Stempel- und Adressfeld der ausgebenden Beratungsstelle: