

505**REGULATION OF THE PRIME MINISTER**

of 25 April 2007

regarding the working time of employees of government administration offices

Based on Article 67 sec. 3 of the Act of 24 August 2006 on civil service (Journal of Laws No. 170, item 1218, No. 218, item 1592 and No. 249, item 1832 and dated 2007 No. 25, item 162) and art. 30 para. 1 of the Act of 16 September 1982 on Employees of State Offices (Journal of Laws of 2001 No. 86, item 953, as amended¹), the following is ordered:

§ 1. The ordinance defines the rules for determining the weekly working time schedule and its dimension on particular days of the week, binding members of the civil service corps and employees who are not members of the civil service corps, employed in government administration offices, referred to in art. 2 para. 1 of the Act of 24 August 2006 on civil service and in art. 1 point 1 points 12 and 14 and par. 2 of the Act of 16 September 1982 on employees of state offices.

§ 2. The director general of the office (head of the office) determines the schedule and working time of members of the civil service corps and employees who are not members of the civil service corps, hereinafter referred to as "employees", taking into account that work in offices should be performed from Monday to Friday between 8.15 and 16.15.

§ 3. 1. The director general of the office (head of the office) may establish the distribution and working time of employees, covering eight hours a day between 7.00 and 18.00, if it is justified by the need to ensure efficient office work and the varied nature of the tasks performed.

2. Due to the special nature of the work performed at the workplace, the working time schedule of an employee employed at that workplace may provide for shift work covering eight hours a day between 6.00 and 22.00, on an uninterrupted basis.

3. In offices where tasks related to customer service are performed, the distribution and working time of employees should be set in such a way that at least one day of the week these tasks are carried out between 8.00 and 18.00.

4. Due to the special nature of the work performed in the organizational unit or at the workplace, in the working time schedule of employees working in this unit or in this work position, the day of the week not being a work day at the office may be determined by a working day if it is justified by the needs of the office.

5. In the event of determining the distribution or time of work in particular days of the week in the manner referred to in paragraph 1, 2 and 4, the director general of the office (head of the office) takes into account important personal or family reasons of the employees.

§ 4. The decree of the Prime Minister of April 14, 2000 on the rules for determining the distribution and working time of employees of government administration offices (Journal of Laws No. 28, item 350, dated 2002) is no longer in force. No. 24, item 246 and from 2004 No. 255, item 2558).

§ 5. The regulation comes into force on the day of announcement.

Prime Minister: *J. Kaczyński*

¹ Amendments to the consolidated text of the said Act were announced in the Journal of Laws of 2001 No. 98, item 1071, No. 123, item 1353 and No. 128, item 1403, from 2002 No. 1, item 18, No. 153, item 1271 and No. 240, item 2052, from 2003 No. 228, item 2256, from 2005 No. 10, item 71 and No. 169, item 1417 and from 2006 No. 45, item 319, No. 170, item 1218, No. 218, item 1592 and No. 220, item 1600.