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## 85. Working time and rest

**Maria Lytvynenko, Liudmyla Vlasenko**  
*National University of Food Technologies*

**Introduction:** Working time is a common measure of the amount of labor. The total working time is determined, on the one hand, by the level of production, on the other is by the physical and physiological features of human. Improved use of time is one of the main ways to increase productivity. In the analysis of working time and the state of labor discipline in the enterprise must take into account the conditions of the enterprises.

**Resources and methods:** Various aspects of this problem under conditions of reforming the economy are investigated Ukrainian scientists Andrienko V., Bazyliuk A., Bohynevych D., Bondarenko I., Halchynskiy A., Danyuk V., Dem'yanenko S., Eshchenko P., Zavinovska G..

**Results:** The normal working hours of employees will not exceed 40 hours per week. This is a mandatory measure of labor, the duration of which is regulated by law and issued based on other regulations. The measure of labor can not be changed by agreement of the employee of the owner or the authorized body. An exception may be time when it comes to work part-day or part-week. Thus, working hours per week is the most common way of work, so that it remains unchanged, while the working hours depending on the number of working days per week, and shift schedules. The established normal working hours is 40 hours per week applies to all employees regardless of whether they are permanent, temporary, seasonal on enterprises of different ownership forms, and regardless of the mode of work, type of work week, including time tracking summarized. Normal hours of work may be less than 40 hours per week only in cases where the legislation provides for a shorter working time. In some cases (when working part-time, part-time) working hours determined by the agreement of the parties. In connection with the establishment of 40-hour work week to the state authorities, local councils and authorities recommended setting duration for employees working on weekdays: Monday, Tuesday, Wednesday, Thursday - 8 hours 15 minutes Friday – 7 hours, weekends - Saturday and Sunday.

Efficient use of time for the company are the main sources of increased productivity, high efficiency is defined as allowing to increase output without additional investment.

Daily rest periods

During each shift in excess of 5 consecutive hours of work, an employee is entitled to at least 30 minutes of rest.

Generally, the break can be paid or unpaid, at the employer's discretion. However, if the employer places restrictions on an employee's activities during a break, such as prohibiting the employee from leaving the premises, the break must be paid. This means that where an employee working less than 5 hours, the employer is not required to provide a rest period. Where an employee is on the job for more than 5 hours (eg 8 or 9 hours) required the employer must provide at least 30 minutes break during the shift. In studying the use of time much attention is paid to the loss of work generated by many factors: imperfect organization of labor and production at the plant; deficiencies in system planning and regulation of labor; violation of labor discipline (absenteeism, access to work drunk, untimely and premature launch of its completion, absences during the day and more often recorded, loss of working time); adverse conditions in the workplace that contribute to cases and workplace injuries. The way working hours are arranged can help an organisation to manage its business and help workers balance their responsibilities at work and at home. Working hours can greatly affect work-life balance. Many businesses are under pressure to satisfy demands 24/7 and must balance this with the needs of their workers. This is leading to a rise in a more flexible working approach, which includes flexitime, shift work, job sharing or home-working. The Working Time Regulations determine the maximum weekly working time, pattern of work and holidays, plus the daily and weekly rest periods. They also cover the health and working hours of night workers. There are a small number of exceptions: certain regulations may be excluded or modified by a collective or workforce agreement.

**Conclusions:** Based on the foregoing, we conclude that a rational use of time is very important for the enterprise. By reducing working time increased productivity, reduced unnecessary energy costs. Loss of work time entails adverse effects. We can formulate some basic guidelines for more effective use of work time: need to increase labor discipline; eliminate absenteeism; eliminate excessive use of time for rest and personal needs. To improve the efficiency of the company should improve the structure of working time: adhere to safety regulations; improve working conditions, reduce morbidity, eliminate truancy and simple equipment. Achieving high efficiency of working time is not possible without the active support of management, competent system of motivation of employees.

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