

PART-TIME WORK



► Concepts

Part-time work

Work that corresponds to a normal weekly working period (or average working period over a period of employment up to one year) which is shorter than that practiced in full-time work in a comparable situation

Part-time worker

Part-time worker is an employee whose normal hours of work, calculated on a weekly basis or on average over a period of employment of up to one year, are less than the normal hours of work of a comparable full-time worker

Comparable full-time worker

- Works in the same establishment, with similar employment relationship, work, occupation, seniority, qualification / skills; or
- Where there is no comparable full-time worker in the same establishment, the comparison shall be made by the applicable collective agreements, national law or practice

► Minimum requirements of part-time employment

Informing on essential aspects of part-time employment relationship

Employers are required to provide timely* and written information to part-time workers, at least on:

- 1.1. Identity of the parties
- 1.2. Place of work
- 1.3. Category of the worker or description of work
- 1.4. Start date of employment relationship and, for fixed-term work, its duration or end date
- 1.5. Duration and conditions of probationary period, if any
- 1.6. Entitlement to training, if any
- 1.7. Amount of paid leave
- 1.8. Procedure for termination of the employment relationship

1.9. Remuneration: amount, components, frequency and method of payment

1.10. If work pattern is predictable: weekly work schedule (with comparative reference to full-time work), overtime and shift arrangements

1.11. If work pattern is mostly unpredictable:

- no. of guaranteed paid hours and remuneration for additional hours
- reference hours and days when work may be required (with comparative reference to full-time work)
- minimum period of notice before start of work and deadline for cancellation

1.12. Applicable collective agreements

1.13. Social security institutions receiving contributions

Legal presumption of full-time work

A full-time employment relationship shall be legally presumed to exist whenever the part-time agreement:

- Is not done in writing; or
- Does not indicate the normal daily and weekly working period with comparative reference to full-time work

* Information on points 1.1–1.5 and 1.9–1.11: within 7 calendar days from start of employment

* Information on points 1.6–1.8 and 1.12–1.13: within 1 month from start of employment

* Any changes: no later than the day they take effect

Working conditions

Part-time workers:

- may not have less favourable treatment than full-time workers in a comparable situation (unless different treatment is justified for objective reasons, which may be defined by collective agreements)
- are entitled to the basic remuneration and other benefits provided for by law / collective agreement or, if more favourable, to those received by full-time workers in a comparable situation, in the proportion of their normal weekly working period

Changes in work regime

- Part-time workers may be transferred to full-time work, or vice-versa, permanently or temporary, by written agreement with the employer
- If they were transferred from full-time to part-time work for a period, they are entitled to resume full-time work after that period

Employers' specific obligations

Where possible, employer should:

- consider the employee's request to be transferred from full-time to part-time work
- take into account the employee's request to be transferred from part-time to full-time work, or to increase working time
- facilitate part-time work at all levels of the organization, including management positions

Employer should also:

- timely inform workers on the part-time and full-time jobs available
- provide employee's representatives with adequate information on part-time work

► Most relevant international and EU labour standards on part-time work

- [Convention No. 175](#)
- [Council Directive 91/533/EEC](#)
- [Council Directive 97/81/EC](#)
- [Directive \(EU\) 2019/1152](#)

► Additional resources

- [Background paper](#)
- [Power point presentation](#)