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ORGANISATION OF WORKING TIME ORDINANCE  
2003

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*This is a consolidated version of this legislation i.e. it incorporates all amendments made since the legislation was enacted as set out in the table below. It has been produced by the SBAA as an aid to transparency and easier access to SBA law. However, it is not the official version of SBA legislation and, although every effort has been made to check the document, its accuracy cannot be guaranteed. The official version of legislation is published in the SBA Gazette.*

<b>Legislation incorporated in this Consolidation</b>	<b>Ordinance</b>	<b>Date in Force</b>
Organisation of Working Times Ordinance 2003	5/2003	01/01/2003
Organisation of Working Times (Amendment) Ordinance 2003	14/2003	17/04/2003
Organisation of Working Times (Amendment) Ordinance 2009	35/2009	18/12/2009

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ORGANISATION OF WORKING TIMES ORDINANCE  
2003

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An Ordinance to provide for the Organisation of Working Time

**Be** it enacted by the Administrator of the Sovereign Base Areas of Akrotiri and Dhekelia as follows:-

**Short Title**

1. This Ordinance may be cited as the Organisation of Working Time Ordinance 2003.

**Interpretation**

2. In this Ordinance, unless the context otherwise requires—

“adequate rest” means that workers have regular rest periods, the duration of which is expressed in units of time and which are sufficiently long and continuous to ensure that, as a result of fatigue or other irregular working patterns, workers do not cause injury to themselves, to fellow workers or to others and that workers do not damage their health, either in the short term or in the longer term;

“mobile workers” means any worker employed as a member of travelling or carrying personnel by any undertaking which operates transport services for passengers or goods by road, air or inland waterway;

“night time” means the period commencing at 23:00 hours on any day and ending at 06:00 hours on the following day;

“night worker” means any worker who—

- (a) during night time, works at least three hours of his daily working time as a normal course; or
- (b) is likely during night time to work at least 726 hours of his annual working time, provided that no smaller number of hours is provided by collective agreements. The total daily working time of the worker shall be taken into account for the calculation of the above hours during the period between 23:00 on any day and 06:00 hours on the following day, regardless of the time that his shift begins or ends, and that the worker performs his work at least 7 consecutive working hours;

“offshore work” means any work performed mainly on or from offshore installations (including drilling rigs) directly or indirectly in connection with the exploration, extraction or exploitation of mineral resources, including hydrocarbons, and includes diving in connection with such activities, whether performed from an offshore installation or a vessel;

“rest period” means any period which is not working time;

“shift work” means any method of organising work in shifts whereby workers succeed each other at the same work stations according to a certain pattern, including a rotating pattern, and which may be continuous or discontinuous, entailing the need for workers to work at different times over a given period of days or weeks;

“shift worker” means any worker whose work schedule is part of shift work;

“the 1999 Ordinance” means the Health and Safety at Work Ordinance 1999;

“week” means the period of seven days commencing at 00:01 hours on Monday and ending at 24:00 hours on the following Sunday;

“worker” includes a medical practitioner under training;

“working time” means any period during which a worker is working, at the employer’s disposal and carrying out his activities or duties, in accordance with the arrangements in force for the category of workers to which he belongs.

### **Scope of Ordinance**

**3.**—(1) This Ordinance provides for the minimum health and safety requirements in connection with the organisation of working time.

(2) This Ordinance relates to—

- (a) the minimum period of daily or weekly rest and annual leave, to rest intervals and to the maximum weekly duration of work, and
- (b) certain aspects of night work, shift work and work patterns.

(3) Subject to subsection (4) below and sections 16 and 17, this Ordinance applies to all private or public businesses, establishments, undertakings and activities within the scope of section 3 of the Ordinance.

~~(4) This Ordinance shall not apply in relation to service in the naval, military or air forces of the Crown in right of Her Majesty’s Government in the United Kingdom or in relation to service as a member of the Defence Fire Service, the Sovereign Base Areas Police Force or the Security Force or to seamen. (a)~~

*(4) This Ordinance shall not apply—*

*(a) in relation to service—*

- (i) in the naval, military or air forces of the Crown in right of Her Majesty’s Government in the United Kingdom,*
- (ii) as a member of the Defence Fire Service, the Sovereign Base Area Police Force or the Security Force Police,*
- (iii) as the Fiscal Officer or as a member of his office, or*
- (iv) as a customs officer; or*

*(b) to seamen.*

(5) The provisions of the 1999 Ordinance shall apply to the matters referred to in subsection (2) above subject to any more restrictive or specific provisions relating to those matters provided for in this Ordinance.

### **Daily rest periods**

**4.**—(1) A worker shall be entitled to a minimum daily rest period of 11 consecutive hours in each 24-hour period.

(2) Each 24-hour period shall begin at 00:01 hours of each day and end at 24:00 hours on that day.

### **Rest intervals**

**5.**—(1) Where his working time exceeds six hours on any day a worker shall be entitled to a rest interval.

A rest interval shall be a continuous period of at least 15 minutes during which the worker may leave his work station. Such interval shall not be taken immediately after commencement of immediately before the end of a worker’s working time.

(2) The details of rest intervals to which a worker is entitled in accordance with subsection (1) above, including their duration and the conditions under which they are to be taken, shall, if they

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(a) Subsection (4) repealed and replaced by Ordinance 14/2003 – came into force on 17 April 2003

are not regulated by collective agreements or by legislation, be agreed by consultation between the employer and representatives of the workers at the undertaking concerned.

### **Weekly rest period**

6.—(1) Subject to section 4(1), a worker shall be entitled to a minimum weekly rest period of 24 consecutive hours in each week.

(2) The minimum 24-hour rest period may be reduced if this is justified on objective or technical grounds or for reasons concerning the organisation of work.

(3) If his employer so decides, a worker shall be entitled to either—

- (a) two rest periods of 24 consecutive hours each in any fourteen day period, or
- (b) one continuous rest period of a minimum of 48 hours each 14 days.

### **Maximum weekly working time**

7.—(1) Subject to any other Ordinance or regulations providing more favourable arrangements for workers, the working time in any week may not exceed 48 hours on average, including overtime.

(2) Annual holiday with pay and sick leave shall not be taken into account or shall be neutral in calculating the average referred to in subsection (1) above.

(3) The reference period for any calculations for the purposes of this section shall be four months.

(4) Subject to the general principles of the protection of the health and safety of workers, subsections (1), (2) and (3) of this section shall not apply, if—

- (a) the worker consents to perform the work concerned;
- (b) the worker is not subject to any adverse consequence by his employer if he does not accept to perform such work;
- (c) the employer keeps up to date records of all workers engaged in such work;
- (d) the records are placed at the disposal of the Chief Officer who may prohibit or restrict the possibility of exceeding the maximum weekly working hours for reasons of the health and safety of the workers;
- (e) the employer provides the Chief Officer at his request with information relating to the consent of the worker.

### **Annual holiday**

8.—(1) Any worker is entitled to annual holiday with pay of at least four weeks in accordance with the terms provided for by legislation, collective agreements or practice.

(2) The minimum period of annual holiday with pay may be replaced by financial compensation only in the case of the termination of the employment of the worker concerned.

### **Night workers - general**

9.—(1) The working time of a night worker shall not exceed on average eight hours each twenty-four hours in any period of one month or in such other period as may be provided for in any collective agreement:

Provided that the twenty-four hour periods of weekly rest provided for by section 6(1) shall not be taken into account in calculating the average.

(2) A night worker whose night work entails specific risks or significant physical or mental stress shall not work at night for more than eight hours in any twenty-four hour period.

(3) Where it is not determined by legislation or a collective agreement, work which entails specific risks or significant physical or mental stress to workers shall be agreed by consultation

between the employer and representatives of workers or their representatives on health and safety matters, in accordance with the provisions of the 1999 Ordinance and the written assessment of risks which shall include any risks related to night work.

### **Medical examinations of night workers**

**10.**—(1) An employer shall ensure that before any worker commences night work for the first time, and at regular intervals thereafter, the worker undergoes, free of charge to the worker, such medical examination as is necessary in order to ascertain whether he is suitably fit for the specific work that he will be performing.

(2) Where after any medical examination provided for in subsection (1) above it is proved that a night worker has any health problem caused by night work, he shall be transferred, whenever possible, to day work to which he is suited.

(3) A person shall not disclose the results of any medical examination carried out under subsection (1) above to any other person except to the worker concerned, unless such worker gives his written consent to further disclosure of such results.

### **Night workers – special cases**

**11.**—(1) In relation to night work by a young person the relevant provisions of the Protection of Young Persons at Work Ordinance 2002 shall apply.

(2) In relation to night work by a pregnant woman the relevant provisions of the Convention on Night Work 1990 as ratified by Republican Law No. 34(III)/1993 shall apply.

(3) In relation to night work by a worker other than one falling within subsection (1) or (2) above, for whom the taking of specific measure in addition to the general measure is required in relation to his work, the risks related to night work shall be specifically taken into account in the written assessment of the risks that the employer is required to provide in accordance with the 1999 Ordinance and the regulations made thereunder.

### **Informing Chief Officer about night workers**

**12.** An employer who employs night workers on a regular basis shall inform the Chief Officer of the fact in writing.

### **Protection of shift and night workers**

**13.** An employer shall take all necessary measures to ensure that shift workers and night workers enjoy such protection in relation to their health and safety, as is appropriate to the nature of their work and that the services and protection and prevention measures for the health and safety of such workers are equivalent to those applicable to other workers and are available at all times.

### **Work pattern**

**14.** An employer who intends to organise work according to a certain pattern shall take into account the general principle of adapting work to the worker, with a view in particular to alleviating monotonous work and work at a pre-determined work rate, depending on the type of activity, and of health and safety requirements, especially as regards rest intervals.

### **Effect of more specific legislation**

**15.** This Ordinance shall not apply where other legislative provisions include more specific requirements in relation to the organisation of working time for particular occupations or activities.

## Disapplication of certain provisions

16.—(1) Subject to the general principles on the protection of the health and safety of workers, sections 4,5,6,7 and 9 shall not apply to workers whose working time is not measured or predetermined or may be decided by the workers themselves, due to particular character of their activities, in particular in relation to—

- (a) managing executives or other persons with autonomous decision-taking powers;
- (b) family workers; or
- (c) workers officiating at religious ceremonies in places of worship and religious communities.

(2) Subject to any legislative provisions, sections 4, 5, 6, 7(3) and 9 may be disappplied by means of collective agreements or agreements between employers and representatives of workers, on condition that the workers concerned are afforded equivalent periods of compensatory rest or that, in exceptional cases in which it is not possible, for objective reasons, to grant such equivalent periods of compensatory rest, the workers concerned are afforded appropriate protection, in the following circumstances—

- (a) where the worker's place of work and his place of residence are distant from one another, such as offshore work, or where the worker's different places of work are distant from one another;
- (b) security and surveillance activities requiring a permanent presence in order to protect property and persons, particularly the activities of security guards and caretakers or security firms;
- (c) activities involving the need for continuity of service or production, particularly—
  - (i) services relating to the reception, treatment and care provided by hospitals or similar establishments, including the activities of medical practitioners under training, residential institutions and prisons;
  - (ii) the work of dock and airport workers;
  - (iii) press, radio, television, cinematographic production, postal and telecommunications services, ambulance, fire and civil defence services;
  - (iv) gas, water and electricity production, transmission and distribution, household refuse collection and incineration plants;
  - (v) industries in which work may not be interrupted for technical reasons;
  - (vi) research and development activities;
  - (vii) agricultural work;
  - (viii) work involving the transport of passengers on regular urban lines;
- (d) where there is a foreseeable increase in work activity, particularly in—
  - (i) agriculture;
  - (ii) tourism;
  - (iii) postal service;
- (e) in the case of persons working in railway transport—
  - (i) whose activities are intermittent;
  - (ii) who spend their working time on board trains; or
  - (iii) whose activities are linked to transport timetables and to ensuring the continuity and regularity of traffic;
- (f) in cases of incidents caused by circumstances beyond the employer's control, the consequences of which could not be prevented despite the taking of all reasonable care;
- (g) in the case of accident or imminent risk of accident:

Provided that (subject to the further proviso below) any disapplication of section 7(3) shall not result in a reference period exceeding six months:

Provided further that, subject to the general principles relating to the protection of the health and safety of workers, any reference periods not exceeding in any case twelve months may be determined by means of collective agreements or agreements between employers and representatives or workers for objective or technical reasons or for reasons of work organisation.

(3) Sections 4 and 6 may be disapplied, subject to the same provisos, terms and conditions provided for in subsection (2) above, in relation to—

- (a) shift work, each time the worker changes shift and cannot take daily or weekly rest periods between the end of one shift and the beginning of the next one;
- (b) any activities involving two or more separate periods of work in a day, particularly those of cleaning staff.

(4) Medical practitioners under training shall be excluded—

- (a) from the provisions of section 7, subject to the same provisos, terms and conditions provided for in subsection (2) above until 31<sup>st</sup> July 2004;
- (b) from the provisions of section 7 for a further transitional period of five years from 1<sup>st</sup> August 2004 and during that transitional period—
  - (i) the number of weekly working hours shall in no case exceed 58 hours on average during the first three years of the transitional period, 56 hours on average during the following two years and 52 hours on average thereafter;
  - (ii) the employer shall hold consultations in good time with the representatives of workers in order to achieve, if possible, an agreement concerning the arrangements to apply during the transitional period. Such agreement may cover, the average weekly working hours during the transitional period, and the measures to be taken in order to reduce the weekly working hours to 48 hours on average by the end of the transitional period;
- (c) from the provisions of subsections (2) and (3) of section 7 on condition that the reference period shall not exceed twelve months during the first three years and six months of the transitional period referred to in sub-paragraph (b) above.

### **Mobile workers**

17.—(1) The provisions of sections 4, 5, 6 and 9 shall not apply to mobile workers.

(2) The right of mobile workers to adequate rest, where not regulated by other legislation, shall be regulated by collective agreements or by agreement between employer and workers at the undertaking concerned, with the exception of any circumstances provided for in paragraphs (f) and (g) of section 16(2).

(3) Subject to the general principles relating to the protection of health and safety of workers, where any objective or technical reasons or reasons related to the organisation of work so justify, the reference period mentioned in section 7(3) shall be extended to 12 months for mobile workers and workers who carry out mainly offshore activities.

### **Jurisdiction of Industrial Disputes Tribunal**

18.—(1) Subject to the provisions of this section, the Industrial Disputes Tribunal shall have exclusive jurisdiction to determine any dispute of a civil nature (including any ancillary or incidental matter relating to such a dispute) arising from the provisions of this Ordinance.

(2) Part III of the Citizens of the Republic (Jurisdiction of Courts) Ordinance 1960(a) shall apply to disputes of a civil nature arising from the provisions of this Ordinance, and for such purpose—

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(a) Ordinance 6/1960 as amended

- (a) any proceedings in connection with such a dispute shall be treated as civil proceedings and, as appropriate, as an action or an appeal;
- (b) the Industrial Disputes Tribunal shall be treated as a Court of the Areas, and the Industrial Disputes Court of the Republic shall be treated as a District Court of the Republic; and
- (c) any corporation, company or other body corporate established in the Republic under the provisions of any Law of the Republic, shall be treated as a Cypriot.

(3) An award by the Industrial Disputes Tribunal or by the Industrial Disputes Court of the Republic under the provisions of this Ordinance shall be recoverable as a civil debt.

### **Offences**

**19.** An employer who contravenes the provisions of this Ordinance shall be guilty of a criminal offence and shall be liable, on conviction, to imprisonment not exceeding one year or to a fine not exceeding two thousand pounds or to both such penalties.

### **Inspectors and other officers**

**20.** The Chief Officer may appoint inspectors and other officers, if he deems it necessary, for the more effective application of this Ordinance.

#### ***Main task of inspectors (a)***

**20A.** *The main tasks of an inspector appointed under section 20 are to:*

- (a) *ensure the full and effective application of this Ordinance, either by conducting investigations of his own volition or by investigating complaints submitted to him; and*
- (b) *provide information, advice and recommendations to employers and employees in relation to compliance with this Ordinance.*

#### ***Powers of inspectors***

**20B.** *An inspector appointed under section 20 may:*

- (a) *enter freely and without notice any premises or vehicle in the course of his duties, provided that in the case of premises used wholly or mainly for residential purposes he has the consent of the occupant;*
- (b) *be accompanied by a police officer, if he has reasonable cause to apprehend a serious obstruction in the execution of his duty;*
- (c) *be accompanied by any person if he regards it as necessary;*
- (d) *make any examination or investigation he regards as necessary;*
- (e) *require any person, whom he reasonably believes to hold information relevant to any examination or investigation under paragraph (d), to*
  - (i) *answer relevant questions either on his own or in the presence of such other person as the inspector may require or allow, and*
  - (ii) *sign a declaration that his answers are true; and*
- (f) *require any person to afford him such facilities and assistance with respect to matters or things within that person's control or in relation to which that person has responsibilities as are necessary to enable the inspector to exercise any of the powers under this section.*

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(a) Sections 20A to 20F inserted by Ordinance 35/2009 – came into force on 18 December 2009

### ***Inspector's duties as regards complaints***

**20C.**—(1) *An inspector may accept complaints in relation to any dispute arising from this Ordinance from any party to the dispute, as well as on behalf of such a person.*

(2) *Where a complaint is submitted under subsection (1) that has not been made the subject of Court proceedings, the inspector must, as soon as is practicable, follow the procedure provided for in subsections (3), (4) and (5).*

(3) *The inspector must investigate the complaint by seeking information and clarification from relevant parties, and must attempt to resolve the dispute by facilitating agreement between the parties.*

(4) *If the dispute is settled in accordance with subsection (3), the inspector must record the agreement in writing, which both parties must sign.*

(5) *If the dispute is not settled in accordance with subsection (3), the inspector must draw up minutes, which must record his actions and comments, which can be put in evidence at proceedings of the Industrial Disputes Tribunal;*

(6) *From the date of the submission of a complaint in accordance with subsection (1) until the date the minutes provided for by subsection (5) are drawn up, any deadline for submitting a claim or appeal to the Industrial Disputes Tribunal is suspended.*

### ***Duty to provide information to an inspector***

**20D.**—(1) *An employer, employer's representative or employee must, when requested by an inspector, provide him with any information, book, record, certificate or other document that he possesses in relation to the matters prescribed in this Ordinance.*

(2) *An employer, employer's representative or employee must, when requested by an inspector, provide the means for him to enter, inspect, examine, search or exercise any other power under this Ordinance in relation to the business of the employer.*

### ***Obligations regarding confidentiality***

**20E.** *An inspector must treat as confidential any matter or information, whether written or oral, which comes within his knowledge during the exercise of his powers under this Ordinance, and must not disclose or transmit any such matter or information to a third party.*

### ***Offences regarding inspectors***

**20F.**—(1) *Subject to subsection (3), a person commits an offence and is liable to imprisonment for 3 months or a fine of €5,125 or both, if he:*

- (a) *obstructs an inspector during the exercise of any of his powers under this Ordinance;*
- (b) *gives a false answer during any investigation under this Ordinance;*
- (c) *omits to present any record, certificate, book or other document or detail which he is required to present in accordance with this Ordinance;*
- (d) *prevents or attempts to prevent any person from presenting himself before an inspector or from being examined by him.*

(2) *Where an offence under subsection (1) is committed by a body corporate and is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of any director, manager, secretary or other similar officer of the body corporate or a person who was purporting to act in any such capacity, he as well as the body corporate commits an offence and is liable to be proceeded against and punished accordingly.*

### **More favourable rights unaffected**

**21.** The provisions of this Ordinance provide for the minimum rights of workers and do not affect more favourable terms of employment under any other legislation, or under any collective agreement or otherwise.

### ***Delegation of functions to the Republic (a)***

**21A.** *The following functions are general delegated functions under the Delegation of Functions to the Republic Ordinance 2007(b):*

- (a) the Chief Officer's functions under sections 7(4)(d) and (e), 12 and 20;*
- (b) the inspectors' functions under sections 20A, 20B, 20C, 20D, 20E, and 20F.*

### **Regulations**

**22.**—(1) The Administrator may make regulations for the more effective application of the provisions of this Ordinance.

(2) Without prejudice to the generality of subsection (1) above, any regulations made under this section may—

- (a) provide for the duties and powers of inspectors and other officers appointed under section 20;
- (b) provide for any other matter which is expressed in this Ordinance to be done subject to or in accordance with regulations.

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(a) Section 21A inserted by Ordinance 35/2009 – came into force on 18 December 2009  
(b) Ordinance 17/2007