





World Day for Decent Work

About us

We offer advice on labour and social law for immigrants and mobile workers who work, for example, in cleaning, construction, catering, delivery services, etc.

We offer advice anonymously and independently of origin or residence status. We provide information and support free of charge in 12 languages: German, English, Arabic, Bulgarian, French, Kurdish, Polish, Portuguese, Romanian, Russian, Turkish, Ukrainian.



Contact us!

https://bema.berlin/en/kontakt/ arbeitsrecht@berlin.arbeitundleben.de (030) 513019269

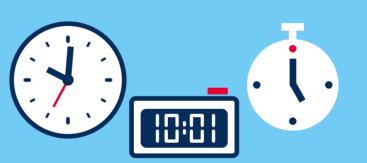
Das BEMA wird gefördert von der Berliner Senatsverwaltung für Arbeit, Soziales, Gleichstellung, Integration, Vielfalt und Antidiskriminierung. Träger ist Arbeit und Leben Berlin-Brandenbura aGmbH.

für Arbeit, Soziales, Gleichstellung, Integration, Vielfalt und Antidiskriminierung



NOT ONE MINUTE UNPAID -

write down your working hours!









Why should I document my working time?



If you have a disagreement with your boss, it is your responsibility to prove you are right. That is why you need to document your working time, i.e. write down your working hours every day (even if your company also registers your working time): What time did you start and finish work? You can use the work time table for this

Do you have some other proof of your work, for example: e-mails and WhatsApp messages from your boss, pictures of your place of work, shift schedules? Great! Keep them. Take screen shots of your online profile (if your company works with an electronic time recording tool) – in case of a disagreement you might find yourself locked out and unable to access your account.

How many hours do I need to work daily?



Your working time is stated in your contract. According to the law, working hours are normally 8 hours a day.

If it is stated in your contract, or it is urgently necessary for the company, you must work overtime. But **do not work more than 10 hours per day!**

Overtime is either paid or you must get time off. That is why you should always write down your overtime.

You can find more information in our work time calendars: https://bema. berlin/flver-und-materialen/

Month: Year:

WORK TIME TABLE

Date e.g. 10/02	Start e.g. 8:30 am	End e.g. 5:00 pm	Break e.g. 30 minutes	Hours worked e.g. 8 hours	Place of work e.g. Hotel Tulpe