Working time protocol

	Instructions for filling in the working time protocol
-	Please enter compulsory lessons and substitute lessons as the number of lessons!
	Please first indicate the duration of a lesson at your school.
	□ 45 minutes
	□ 60 minutes
	□ 75 minutes
	□ 80 minutes
	□ other duration of a lesson Please specify: minutes
-	Please enter extracurricular work tasks in minutes.
-	If certain work tasks can be assigned to more than one activity category , please choose one and write down the time only once ! If certain work tasks do not occur on a day, these boxes remain empty !

Category	Description
Lessons	Number of lessons
Substitute lessons	Number of lessons substituting for colleagues
Preparation / follow-up (minutes)	Preparation (e.g. class tests, exams) and follow-up time of lessons (without corrections)
Corrections / marks (minutes)	Corrections and grading of pupils' works (e.g. exams, tests, homework, subject-specific works)
Projects / excursions (minutes)	Time required to carry out projects, excursions, class trips, pupil exchanges, etc.
Pupils / parents (minutes)	Extracurricular work with pupils (e.g. pupil counsellings, conversations regarding pupil education, communications) and co-operation with parents (e.g. parents' evenings, class activities, presentation days)
Administration / organisation (minutes)	Administrative tasks and organisational matters (e.g. certifications, planning of events, class trips or projects, orders, protocols, certificate conferences, archiving exams)
Colleagues / teamwork (minutes)	Teamwork and dialogue with colleagues , co-operation with colleagues (e.g. expert conferences, expert discussions, arrangements)
Inclusion (minutes)	Tasks within the scope of pupils' inclusion (e.g. preparation and follow-up time of lessons, specific advanced trainings, internal differentiation)
Integration (minutes)	Tasks within the scope of pupils' integration (e.g. preparation and follow-up time of lessons, specific advanced trainings, internal differentiation)
Supervision (minutes)	Supervision times during breaks
All other tasks (minutes)	All other tasks (e.g. all-day school activities, evaluations, safety officer, maintenance of technology, training courses, mentoring, commission membership, staff council activities, care of a subject collection, use of advisory services and public authorities, work as subject chairperson, etc.)

If you were absent from school on any day, please write the applicable reason in the **ABSENCE** box:

1 = illness

Work tasks

- 2 = care (illness of children or relatives)
- 3 = day off from lessons / part time
- **4 = other reason** (for personal or official reasons, e.g. training courses, class trip, pupil exchange)

Weekdays

In case of attendance, the box remains empty!

week 1	N	/lone	day		Tu	esda	ay	We	dnes	day	TI	nurso	lay	ŀ	rida	у	Sa	turd	lay	S	unda	a y
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Lessons																						
Substitute lessons																						
Preparation / follow-up (minutes)																						
Corrections / marks (minutes)																						
Projects / excursions (minutes)																						
Pupils / parents (minutes)																						
Administration / organisation (minutes)																						
Colleagues / teamwork (minutes)																						
Inclusion (minutes)																						
Integration (minutes)																						
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All other tasks (minutes)																						
Work tasks											We	ekd	ays									
Week 2		Monday				Tuesday			dnes	day	Ti	nursd	Thursday			у	Saturday			Sunday		
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In case of attendance, the box remains empty!

Work tasks										We	ekd	ays								Weekdays													
Week 3		Monday		Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday														
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