

Time-for-Time (TFT) Scheme – Frequently Asked Questions

- What is the TFT Scheme?
The TFT Scheme allows you to work more in busy periods and less in the slow season without having to take holidays or having to buy extra holidays. You can take TFT hours instead of holidays after approval of your supervisor/manager
- Will the TFT Scheme be for everybody or only for employees with a syncreon contract?
TFT is only for the employees with a syncreon contract in CLA salary scales, who are currently eligible for overtime payment.
- Is it a choice to join the TFT Scheme?
Yes, it is a voluntary scheme, however we strongly advise you to join. It will stabilize the team and you can work less in the slow season without having to take holidays or having to buy extra holidays
- How do I apply for the TFT Scheme?
If you decide to join the 'Time-for-Time' Scheme, there is no action required from you. Only if you decide not to join, please fill in this form, sign it and send it to your supervisor/manager. Your supervisor/manager will collect the forms and will send them to the HR Back Office via hrnl@syncreon.com before December 20th.
- Can the employee decide on when to select overtime from the TFT balance?
You plan the TFT hours together with your supervisor/manager. If you plan your TFT in the slow or normal periods, it will be in most cases approved. If you don't take your TFT hours in these periods, your supervisor or manager will have to plan it for you. Your supervisor/manager will always try to plan your TFT hours together with you, so it's also a nice tool for yourself to have time off without having to use your holiday hours
- Will the full-time working hours remain 40 hours per week from Monday to Friday?
Yes, your normal agreed working hours will not change. TFT is simply a tool for both employee and employer to be able to work in a more flexible way
- Will overtime be mandatory on Saturday or Sunday?
As an employer, we can ask you to work overtime as long as this is reasonable and we expect you to do your best to facilitate this, but having a TFT agreement doesn't mean that working overtime in weekends is mandatory

- Can I use the TFT hours for planned holiday hours?
Planned holidays will be taken from your regular holiday hours first. TFT can be planned or used as long as agreed with your Supervisor/Manager, but keep in mind TFT is our mutual tool to work more flexible
- If I work overtime on Saturday (f.e. 8 hours at 150%), how many hours will be paid and how many hours go into the TFT account?
8 hours will be added to your TFT balance and a surcharge of 50% will be paid out over 8 hours
- If I work overtime during the week (f.e. 6 hours at 130%), how many hours will be paid and how many hours go into the TFT account?
6 hours will be added to your TFT balance and a surcharge of 30% will be paid out over 6 hours
- How long will the TFT hours remain available to use?
There is no time limit set on the TFT account. These hours are yours and will also stay yours. If you reach the TFT balance of 160 hours (fulltime employee), the overtime hours that you work in the rest of the calendar year will be paid out. As of January 1st of the following year, you can choose to participate in the TFT scheme again or to have the overtime paid out (only if your TFT balance is less than 160 hours. In the event that your TFT balance is 160 hours, your overtime will be paid out as a standard for that year)
- Can I be sent home using TFT hours during the day if I have no transport arranged?
We will always discuss with you when you are being sent home and we try our best that you can go home with someone who has transport for you
- What happens if I planned TFT hours but I am sick?
This is the same as if you would get sick when you planned holidays, your TFT hours will not be deducted from your account if you are sick
- My Department almost has no overtime hours; how can I build up TFT?
On busy moments in other departments you can always ask your supervisor if you can help the department that is busy so you can build up TFT. You can take these TFT hours in slow season in your department or when your supervisor/manager asks you to use if there is not much work