

***The University of Macau Rules of the Personnel Affairs of UM***  
**Chapter 2 - Working Hours, Compensation for Overtime Work,  
Allowance and Subsidy (Extract Version)**

**Section 1  
Working Hours**

According to Item 1 of Article 14 of [the Personnel Statute of UM \(ADMO.02/201205/999\)](#), this section of rules governs the working hours in the University.

**Article 1  
Working Hours**

1. The working hours are generally scheduled as follows:
  - 1) For administrative staff except the categories of workers and janitors:  
Monday – Thursday  
09:00-12:30/13:00, 14:00/14:30-17:45;  
Friday  
09:00-12:30/13:00, 14:00/14:30-17:30.
  - 2) For the categories of workers and janitors:  
Monday – Thursday  
08:30-13:00, 14:00-18:00;  
Friday  
08:30-13:00, 14:00-17:30.
2. For staff members who work on shifts, the shift hours do not include the period of 8:00 – 19:00 from Mondays to Fridays.
3. Aside from the schedules mentioned in the previous items, for staff members who have adopted the flexible work schedule or other schedules as approved by the Rector, the delegated Vice Rector or heads with appropriate delegation of power due to their job nature, they shall fulfill the minimum weekly working hours of 36 for administrative staff except for the categories

of workers and janitors whose weekly working hours is 42. Details of flexible work schedule shall be defined in Appendix 2.1 - Guideline for Flexible Work Schedule.

4. When staff members of the categories of workers and janitors are requested to provide service during the lunch break between the working hours as stipulated in Sub-item 2) of Item 1 of this article, their lunch break may be rescheduled to another time slot between 12:00-15:00 of the working day.
5. All administrative staff members are required to register the check-in/out record according to their assigned working schedules. Details of check-in/out process shall be defined in Appendix 2.2 – Guideline for Check-in/out Process of Administrative Staff.

# 《澳門大學人事管理規條》

## 第二章

### 工作時間、超時工作之補償、

### 補助及津貼

(節錄版)

#### 第一節

#### 工作時間

根據 《澳門大學人員通則》  
([ADMO.02/201205/999](#))第十四條第一款的規定，本  
規條此節訂定大學的工作時間。

#### 第一條

#### 工作時間

一、工作時間一般訂定為如下：

(一) 行政人員（不包括工人及雜務人員）：

星期一至星期四

09:00-12:30/13:00, 14:00/14:30-17:45；

星期五

09:00-12:30/13:00, 14:00/14:30-17:30。

(二) 工人及雜務人員：

星期一至星期四

08:30-13:00, 14:00-18:00；

星期五

08:30-13:00, 14:00-17:30。

二、對於輪值工作之工作人員，星期一至星期五上午八時至下午七時期間不包括在輪值時間內。

三、除上述各款所指的工作時間外，對於採用彈性上班時間及因工作性質關係而被校長、獲授權的副校長或獲適當授權的主管核准之其他工作時間的工作人員，他們的每週最少工作時數為三十六小時，而工人及雜務人員的每週最少工作時數為四十二小時。彈性上班時間的細則由彈性上班時間指引訂定（附件 2.1）。

四、工人及雜務人員職級的工作人員被要求於本條第一款（二）項所訂定的工作時間之間的午膳時間提供服務時，其午膳時間可調整至有關工作日 12:00-15:00 之間的另一時段。

五、所有行政人員必須就其指定的工作時間作出勤記錄之登記。出勤程序的細則由行政人員出勤程序指引訂定（附件 2.2）。