Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com

LEAVE, OVERTIME AND WORKING HOURS ADMINISTRATION

Start Date:	07/12/2026	**End Date:**	11/12/2026
Categories:	Human Resources	**Venues:**	Berlin
Formats:	In Person	**Instructors:**	

OVERVIEW

Leave, overtime, and working hours are among the most error-prone and legally sensitive areas of HR administration. This program covers their correct handling under labour law and company policy. Participants build the calculation and application skills needed to administer entitlements accurately, manage overtime correctly, and stay within working-hour limits.

OBJECTIVES

By the end of this course, participants will be able to: – Apply leave entitlement rules correctly – Calculate and administer different leave types – Manage overtime in line with the law – Apply working-hour limits and rest periods – Handle leave and overtime exceptions – Maintain accurate entitlement records

COURSE OUTLINE

1- Leave Types and Entitlements 2- Annual and Sick Leave Rules 3- Special and Unpaid Leave 4- Calculating Leave Balances 5- Leave Requests and Approvals 6- Overtime Rules and Calculation 7- Working-Hour Limits and Rest Periods 8- Public Holidays and Compensatory Time 9- Handling Exceptions 10- Record Keeping 11- Link to Payroll 12- Common Errors and Risks

TARGET AUDIENCE

HR and administrative staff responsible for leave, overtime, and working-hours administration.

METHODOLOGY

The program is calculation-focused, using worked examples and exercises. Participants practice leave and overtime calculations against policy and labour law across the week.

CONCLUSION

Participants leave able to administer leave, overtime, and working hours accurately and in compliance, reducing payroll and legal errors.

DAILY AGENDA

Day 1: Leave Types, Entitlements and Sick Leave

Covers the range of leave types available to employees, annual and sick leave entitlement rules, and the framework for special and unpaid leave categories.

Day 2: Calculating Leave Balances and Managing Approvals

Develops leave balance calculation skills, covers leave request and approval processes, and identifies the record-keeping requirements for accurate leave administration.

Day 3: Overtime Rules, Calculation and Working-Hour Limits

Examines overtime rules and calculation methods, working-hour limits and mandatory rest periods, and public holiday and compensatory time arrangements.

Day 4: Exceptions, Record Keeping and Payroll Link

Covers handling leave and overtime exceptions, maintaining accurate entitlement records, and connecting leave and overtime data correctly to payroll processing.

Day 5: Common Errors, Risks and Calculation Practice

Reviews the most common errors and legal risks in leave and overtime administration, finishing with a set of calculation and exception-handling exercises.

For more information, please contact us:
Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com