Time recording checklist for Switzerland – is everything in order?

As of: October 29, 2026 · This checklist refers to Swiss law.

- [ ] **1. All employees are recorded**
The duty covers all employees in businesses subject to the Labour Act – including part-timers. Exempt are, among others, people in a senior executive role.
Legal basis: Art. 2 und 3 lit. d ArG

- [ ] **2. Duration, start, end and breaks**
Record the duration, start and end of daily and weekly working time including compensatory and overtime work, rest and substitute rest days, and breaks of half an hour or more.
Legal basis: Art. 46 ArG, Art. 73 Abs. 1 ArGV 1

- [ ] **3. Simplified recording**
For employees who largely set their own hours, the daily duration is enough (for night and Sunday work also start and end). It is agreed with the employee representatives or, in businesses with fewer than 50 employees, individually in writing.
Legal basis: Art. 73b ArGV 1

- [ ] **4. Waiver only within narrow limits**
Recording can only be waived if a collective labour agreement provides for it, the person has great autonomy and earns at least CHF 120,000 gross a year including bonuses – agreed individually in writing.
Legal basis: Art. 73a ArGV 1

- [ ] **5. Respect maximum working hours**
At most 45 hours a week (industry, office staff, technical employees, large retail businesses) or 50 hours for all others. Day and evening work lie within 14 hours.
Legal basis: Art. 9 und 10 ArG

- [ ] **6. Take breaks**
At least 15 minutes for more than 5½ hours, 30 minutes for more than 7 hours and 1 hour for more than 9 hours of work.
Legal basis: Art. 15 ArG

- [ ] **7. Daily rest period**
At least 11 consecutive hours of rest; once a week it may be cut to 8 hours if 11 hours are kept on average over two weeks.
Legal basis: Art. 15a ArG

- [ ] **8. Night and Sunday work only with a permit**
Night and Sunday work are prohibited in principle and only allowed with a permit or statutory exception; 1 August counts as a Sunday.
Legal basis: Art. 16–20a ArG

- [ ] **9. Keep records for at least 5 years**
Registers and documents are kept for at least five years after they cease to apply.
Legal basis: Art. 73 Abs. 2 ArGV 1

- [ ] **10. Traceable corrections, own access**
  Changes to recorded times are traceable (who, when, why). Employees can view their own times.
  Legal basis: Art. 25 DSG

- [ ] **11. Let employees participate**
  Employees or their representatives are informed and consulted on how working time is organised.
  Legal basis: Art. 48 ArG

- [ ] **12. Data protection, no behaviour monitoring**
  Purpose, access rights and deletion periods are defined; a processing agreement is in place with the provider. The system must not be used to monitor employees' behaviour.
  Legal basis: Art. 9 DSG, Art. 26 ArGV 3

This checklist does not replace legal advice.

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