**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  
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)

In case of attendance, the box remains empty!

| Work tasks | Weekdays |
|------------|----------|
| **Week 1** | Monday   | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **ABSENCE** |   | | | | | | |
| 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) |   | | | | | | |
| Supervision (minutes) |   | | | | | | |
| All other tasks (minutes) |   | | | | | | |

| Work tasks | Weekdays |
|------------|----------|
| **Week 2** | Monday   | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **ABSENCE** |   | | | | | | |
| 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) |   | | | | | | |
| Supervision (minutes) |   | | | | | | |
| All other tasks (minutes) |   | | | | | | |
If you were absent from school on any day, please write the applicable reason in the **ABSENCE** box:

1 = illness  
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)

In case of attendance, the **box remains empty**!

| Work tasks | Weekdays |
|------------|----------|
| **Week 3** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| ABSENCE    |         |         |           |          |         |          |        |
| 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) |   |   |       |   |   |          |        |
| Supervision (minutes) |   |   |       |   |   |          |        |
| All other tasks (minutes) |   |   |       |   |   |          |        |

| Work tasks | Weekdays |
|------------|----------|
| **Week 4** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| ABSENCE    |         |         |           |          |         |          |        |
| 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) |   |   |       |   |   |          |        |
| Supervision (minutes) |   |   |       |   |   |          |        |
| All other tasks (minutes) |   |   |       |   |   |          |        |