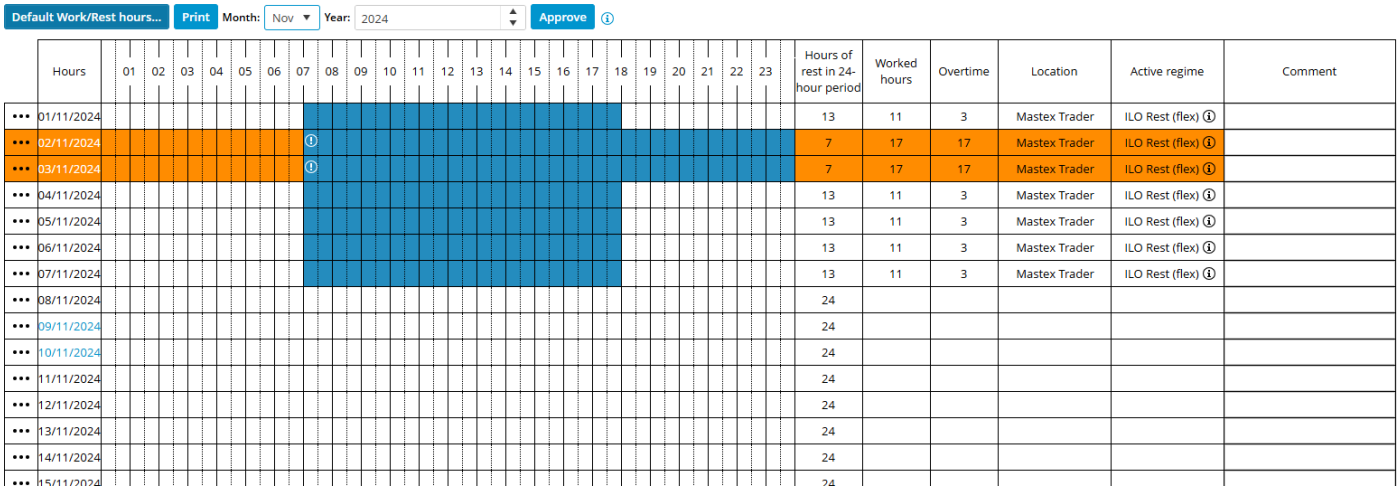
How do I fill the work- and rest hours?

The tab **Work/rest hours** displays a monthly overview of the work and rest hours of the relevant person.



Hours	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Hours of rest in 24-hour period	Worked hours	Overtime	Location	Active regime	Comment
01/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex)	
02/11/2024																								7	17	17	Mastex Trader	ILO Rest (flex)	
03/11/2024																								7	17	17	Mastex Trader	ILO Rest (flex)	
04/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex)	
05/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex)	
06/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex)	
07/11/2024																								13	11	3	Mastex Trader	ILO Rest (flex)	
08/11/2024																								24					
09/11/2024																								24					
10/11/2024																								24					
11/11/2024																								24					
12/11/2024																								24					
13/11/2024																								24					
14/11/2024																								24					
15/11/2024																								24					

When a box (half-hour) is selected, this is considered as time worked. All empty boxes are therefore rest hours. The values in the fields work/rest hours and overtime hours are calculated automatically but can be edited by someone with sufficient user rights. The value will be recalculated once the number of hours worked is changed.

The overtime hours are calculated as follows:

- Working more than X hours per day
- Working on a weekend
- Working on a holiday

When the hours are entered in the office version, it is assumed that the hours were worked on the ship selected at the top of MXSuite.

The work and rest hours will be checked against the actual work regime. If these do not meet the legal requirements, the corresponding period will be marked in orange. If you hover over the circle with the exclamation mark on an orange line, a notification will appear explaining why this line is orange.

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