

Productive Hours

Productive hours must be calculated according to the beneficiary's normal practices. The annual number of productive hours can be calculated in two ways:

- by using a standard number of productive hours used for all employees;
- by calculating an actual individual number of productive hours for each employee.

Productive hours per year should exclude annual leave, public holidays, training and sick leave.

Example:

```
Total days in a year 365
Weekends           -104
Annual holidays    -21
Statutory holidays -15
Illness/Others     -15
Workable days in a year 210
```

Productive hours in a year: $210 \times 8 \text{ hours/day} = 1680 \text{ hours}$

Some activities may be considered not to be part of the productive hours of personnel:

- Training (not project related)
- Internal meetings (not project related)

Personnel Hourly Rates

The beneficiary can not claim more hours than the ones he used for the computation of the personnel hourly rates.

Example:

```
Total productive hours = 210 days x 7,5 hours = 1570 hours
Total Salary (statutory costs, including holiday pay, etc...) = 30,000 EUR/year
Personnel Hourly rate = 30,000 EUR / 1570 hours = 19,1 EUR/hour
Total hours worked for the project = 650 hours
Total costs charged to the project = 650 hours x 19,1 EUR/hour = 12,415 EUR
```

Source: [Guide to Financial Issues relating to FP7 Indirect Actions](#)

-- FloridaEstrella - 02-Jul-2010

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