Fube

GUIDE

How to define break types and decide which ones count as work



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> A one-hour lunch break a day adds up to five a week, and deciding whether that hour is working time or not changes each person's balance, the overtime calculation and what ends up on the payslip. In Fube that decision isn't made every day: you configure it once, by creating your company's **break types** and marking which ones count as actual working time.

This guide is for the administrator or HR manager who wants the team's breaks to be calculated as their collective agreement requires, instead of deducting them all equally and correcting things afterwards.

Before you start

Break types are **optional**. If you don't define any, your team can still pause their working day as normal: the break is recorded without a type and, by default, **does not count as work**. That's how Fube behaves out of the box, and for many companies it's the right approach.

You need them when some of your breaks are paid time — the fifteen- or twenty-minute break that many collective agreements count as working time — or when you want to know where break time goes: lunch, doctor's appointments, personal matters.

Your team will notice just one change: as soon as you have an active type, the **Take a break** button no longer simply starts the break but asks them to choose which one. We cover this in step 3.

You already have everything else: time tracking and HR are included in the Business and Elite plans, and breaks are part of the working time record.

Step 1 — Create the types your company uses

Go to **Team > Hours and balances > Break types** and click **Add break type**.

Only the **name** is required, and it's what your team will see when pausing, so it's best if it's recognisable at a glance: ‘Lunch’, ‘Doctor’, ‘Agreement break’. The description is optional and appears below the name when someone makes a choice.

The other two fields are toggles, and both come with a default value that is almost always the one you want:

- **Counts as work** — off. This is the key decision, and we cover it in the next step.
- **Active** — on. A deactivated type is no longer offered when pausing, but the breaks already recorded with it are kept. It's the clean way to retire a type you no longer use.

Step 2 — Decide what counts and what doesn't

This is what it all comes down to. The **Counts as work** toggle decides whether that time is included in the day's time worked or not:

How you set it	What Fube does with that break
Off (the default)	The break is **subtracted** from time worked. This is how a lunch break behaves
On	The break is **added** to time worked, as if the person had stayed at their post

The legal criterion is the one in **article 34.4 of the Workers' Statute**: a break during the working day **is not working time unless the collective agreement or the contract states otherwise**. So the practical rule is simple: turn on **Counts as work** only when you have it in writing that the break is paid, and leave it off for everything else. If you have doubts about your collective agreement, this is exactly the kind of thing you should confirm with your employment adviser before setting it up.

A subtlety hardly anyone expects, and it works in your favour. A break marked as counting as work counts in both places: **it adds to time worked and still counts as a break**. This matters because Fube monitors the mandatory rest break set out in the same article 34.4 — working days of more than six hours require at least fifteen minutes of break — and raises an issue when it's missing. The fact that your agreement's break is paid **doesn't leave you without those fifteen minutes**: it still satisfies the legal obligation as well as being paid.

Step 3 — How your team chooses the type when pausing

The type is chosen at the moment of pausing, in both places where people clock in on Fube:

- the clock on the Team **Overview**, under *Your working day*;
- the **My time** panel, which opens on the right from the stopwatch button in the top bar, on any page.

In both, with at least one active type, **Take a break** no longer starts the break: it opens a **Break type** menu with the active types in alphabetical order. Each one shows its name, the description below it if you've added one and, if it counts as work, the notice *Counts as work*, so that whoever is clocking in sees the consequence before choosing. Once they choose one, the break starts with that type and is saved that way in the clock-in.

If your company **has no active types** — because you haven't created any or because you've deactivated them all — **Take a break** does what it always does: it starts the break straight away, without a type, and that break does not count as work. Deactivated types don't appear in the menu.

The menu is visible to everyone who clocks in with permission to view their own clock-ins, which is the one included in the employee role: there's nothing else to grant. Before telling the team about it, test it yourself: clock in, click **Take a break** and check that the list is what you expect.

Step 4 — Review the effect on the balance

The chosen type is saved in the clock-in and is included in the daily balance calculation that same night. You can see it in **Team > Hours and balances > Hours balance**: each day shows the hours worked, the break hours and the difference from the scheduled hours.

If you change the toggle on a type that's already in use, the change affects the calculation of the clock-ins that use it. Review the balances for the affected period after changing it, because a break that switches from subtracting to adding shifts the balance for the whole month in which it was used.

Edge cases and common mistakes

- **Paid breaks are not being applied.** First check that the type has **Counts as work** switched on and is still **Active**. Then check when the break was taken: only breaks started with that type selected in the menu count. Breaks from before the type was created, or from a time when no type was active, were left without a type and do not count.
- **You have created a type and no longer want it.** Deactivate it instead of deleting it: it stops being offered when pausing, and older breaks keep their type and how they are counted.
- **Breaks recorded before the types were created.** They remain generic, with no type, and do not count as work. They are not reclassified automatically.
- **All types marked as counting as work.** In that case you are not configuring anything: the whole day counts as work, just as if there were no breaks. Only mark what your collective agreement recognises.
- **A long working day with no breaks at all.** You will see a *Mandatory break missing* issue. Do not ignore it as a matter of course: it is what proves compliance with article 34.4. You can deal with it using the guide on **clock-in issues**.

Frequently asked questions

Do I have to create break types to use time tracking?

No. With no types defined, your team pauses as normal and those breaks do not count as work. Types are used to tell breaks apart and to mark the ones that do count as working time.

Where does my team choose the type?

From the same **Take a break** button they already use to pause: the one on the clock in the Team Summary and the one in the **My time** panel in the top bar. When at least one type is active, that button opens the list to choose from; when there are none, it pauses straight away.

What happens to a break that has no type?

It is treated as a rest break: it is deducted from time worked. This is the default behaviour and it does not change even if you create types that count as work later on.

Does changing ‘Counts as work’ recalculate past records?

It affects the calculation of the clock-ins that use that type, so it can indeed change balances that have already been closed. Review the affected period after changing it.

Does a break that counts as work count towards the mandatory rest break?

Yes. It adds to the time worked and at the same time still counts as a break, so it meets the fifteen minutes required by article 34.4 for working days of more than six hours.

Can I have different types for each department or workplace?

No. Break types belong to the company: everyone sees the same list.

Set it up once and stop arguing about it

Break types take fifteen minutes to configure and save you the conversation at every month-end close about whether lunch counts or not. Set it down in Fube exactly as it is set down in your collective agreement and the balance will take care of itself. You can see how it fits in with balances and time off in lieu in **balances and hours bank**, or **create your account** to start setting it up.

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