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|  | **Hours of work agreement or variation**  |
| Name |  | Position |  |
| Details of agreed hours: [ ]  Initial agreement [ ]  Temporary variation [ ]  Permanent variationIt is agreed that the ordinary hours for the employee above will be varied to the arrangement specified below: |
| Effective from (date) |  | Until: (end date)  |  | [ ]  ongoing |
| Week 1 |
|  |  | Unpaid break (e.g. meal break) |  |  |  |
| Day  | Start time (e.g. 8:30am) | Break begins (e.g. 12:30pm) | Return to work (e.g. 1:30pm) | Finish time (e.g. 5pm) | Other times/ Breaks | Total(hours minus unpaid breaks) |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
|  | Total: |  |

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| Week 2 (where a fortnightly roster is used) |
|  |  | Unpaid break (e.g. meal break) |  |  |  |
| Day  | Start time (e.g. 8:30am) | Break begins (e.g. 12:30pm) | Return to work (e.g. 1:30pm) | Finish time (e.g. 5pm) | Other times/ Breaks | Total(hours minus unpaid breaks) |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
|  |  | Total: |  |
| Parties agree that this arrangement includes the following points:[ ]  Any variation to this agreement will be made in writing (such as by filling in another form). [ ]  This agreement is to be kept by the employer and a copy is to be provided to the employee. |

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| Yours sincerely, |  | I confirm my agreement to the above hours of work |
|  |  |  | Date: |  |
| Greg Aldridge, CEO |  | Staff signature |  |  |