|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **Hours of work agreement or variation** | | | | | | | |
| Name |  | | | | | | Position | |  | | | |
| Details of agreed hours:  Initial agreement  Temporary variation  Permanent variation  It 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: | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | |

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