# Hours of work agreement or variation – full-time employees

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| You and your full-time employees can use this form to agree on a change to their regular hours of work. For more information about hours of work, visit [www.fairwork.gov.au](http://www.fairwork.gov.au) or call the Fair Work Infoline on 13 13 94. |

## Employee’s details

|  |  |
| --- | --- |
| First name: |  |

|  |  |
| --- | --- |
| Surname: |  |

|  |  |
| --- | --- |
| Position: |  |

## Details of agreed hours

It is agreed that the ordinary hours of work of the employee above will be varied to the arrangement specified below:

|  |  |
| --- | --- |
| Effective from (date): |  |

|  |  |
| --- | --- |
| Until (specify end date or ‘ongoing’): |  |

|  |
| --- |
| Week 1 |
| Day  | Start time (e.g. 8:30am) | Unpaid break(e.g. meal break) | Finish time (e.g. 5pm) | Other times/ Breaks | Total(hours minus unpaid breaks) |
| Break begins (e.g. 12:30pm) | Return to work (e.g. 1:30pm) |
| Monday |  |  |  |  |  | hrs |
| Tuesday |  |  |  |  |  | hrs |
| Wednesday |  |  |  |  |  | hrs |
| Thursday |  |  |  |  |  | hrs |
| Friday |  |  |  |  |  | hrs |
| Saturday |  |  |  |  |  | hrs |
| Sunday |  |  |  |  |  | hrs |
|  | Total: |  hrs |

|  |
| --- |
| Week 2 (where a fortnightly roster is used) |
| Day  | Start time(e.g. 8:30am) | Unpaid break(e.g. meal break) | Finish time (e.g. 5pm) | Other times/ Breaks | Total(hours minus unpaid breaks) |
| Break begins(e.g. 12:30pm) | Return to work(e.g. 1:30pm) |
| Monday |  |  |  |  |  | hrs |
| Tuesday |  |  |  |  |  | hrs |
| Wednesday |  |  |  |  |  | hrs |
| Thursday |  |  |  |  |  | hrs |
| Friday |  |  |  |  |  | hrs |
| Saturday |  |  |  |  |  | hrs |
| Sunday |  |  |  |  |  | hrs |
|  | Total: |  hrs |

Signature of employee: Date: / /

|  |  |
| --- | --- |
| Name of manager/supervisor:  |  |

Signature of manager/supervisor: Date: / /

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS