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

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| --- |
| You and your part-time employees can use this form to agree on or vary their regular hours of work. This form can be used on its own or as an attachment to a [Letter of engagement](::ODMA\:DME-MSE\dm7-178402::/ODMA/:DME-MSE/dm7-167079link to document). 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

Initial agreement  Temporary variation  Permanent variation

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 |

### 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).

The minimum daily payment is 00.00 hours as per <insert applicable modern award>

This agreement is to be kept by the employer and a copy is to be provided to the employee.

Signature of employee: Date: / /

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

Signature of manager/supervisor: Date: / /

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS