# 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](%3A%3AODMA%5C%3ADME-MSE%5Cdm7-178402%3A%3A/ODMA/%3ADME-MSE/dm7-167079link%20to%20document). 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