

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

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
					<b>Total:</b>	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
					<b>Total:</b>	hrs

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of manager/supervisor:

Signature of manager/supervisor: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

*Fair Work Ombudsman is committed to providing useful, reliable information to help you understand your rights and obligations under workplace laws.*

*It is your responsibility to comply with workplace laws that apply to you.*

*The information contained in this publication is:*

- *general in nature and may not deal with all aspects of the law that are relevant to your specific situation; and*
- *not legal advice.*

*Therefore, you may wish to seek independent professional advice to ensure all the factors relevant to your circumstances have been properly considered.*