

Hours of work agreement or variation – part-time employees

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. For more information about hours of work, visit 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

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.