



Hours of work agreement

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. Staff are welcome to arrive early for morning shifts. Finish time may be variable based upon end of day needs. Staff are welcome to clock out earlier than scheduled with manager approval:

Effective from:

Until:

Day	Start time	Unpaid break (e.g. meal break)		Finish time	Other times/ Breaks	Total (hours minus unpaid breaks)
		Break begins	Return to work			
Monday	:00 pm	None		:00 pm		hrs
Tuesday	:00 pm	None		:00 pm		hrs
Wednesday	:00 pm	None		:00 pm		hrs
Thursday	:00 pm	None		:00 pm		hrs
Friday	:00 pm	None		:00 pm		hrs
					Total:	hrs

Signature of employee: _____ Date: ____/____/____

Name of manager/supervisor:

Signature of manager/supervisor: _____ Date: ____/____/____