

This form comes from the following procedure: JDP-ON011 Variation to Working Hours Procedure

Award Modernisation requires that where an employer proposes to change an employee's regular roster or ordinary hours of work, the employer must consult with the employee affected and their representatives (if any) about the proposed change. This form is required to be completed in any instance temporary or ongoing, where the ordinary hours of work are being varied as evidence of this consultation.

Details of Variation to Ordinary Hours

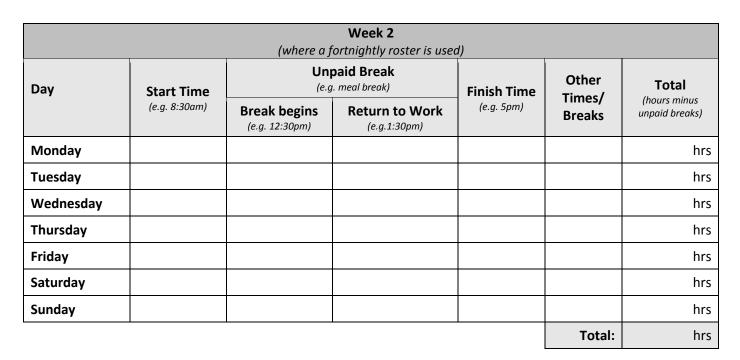
Type of Variation: (Please Tick)	Temporary Variation	Permanent Variation
Roster: (Please Tick)	Weekly	Fortnightly
Business Name (Host Employer):		
Contact Name:		
Australian Apprentice:		

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)		paid Break a. meal break)	Finish Time	Other Times/ Breaks	Total (hours minus unpaid breaks)			
		Break begins (e.g. 12:30pm)	Return to Work (e.g.1:30pm)	(e.g. 5pm)					
Monday						hrs			
Tuesday						hrs			
Wednesday						hrs			
Thursday						hrs			
Friday						hrs			
Saturday						hrs			
Sunday						hrs			
		•		•	Total:	hrs			

Variation to Ordinary Hours Form (FIN-PA016-01)



Additional Comments:

Parties agree that:

Last review date: 26/11/2015

Next review date: 26/11/2020

Consultation between employer and employee has been undertaken and consideration has been given to employee and employer views in relation to this variation

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

Signature of Australian Apprentice:	Date:	/	/	
Signature of Manager/Supervisor:	Date:	/	/	
Name of Manager/Supervisor:	_			

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Nil