# Agreement to Vary Ordinary Hours (Permanent Change)

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME]

I, **[INSERT EMPLOYEE’S NAME]** agree to vary the ordinary hours as stipulated in my employment contract from **[INSERT CURRENT ORDINARY HOURS]** to **[INSERT PROPOSED ORDINARY HOURS].**

The variation will commence on **[INSERT COMMENCEMENT DATE]** and will form the agreed ordinary hours of work until a further agreement is reached.

My varied roster will be as follows:

|  |  |
| --- | --- |
| Monday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Tuesday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Wednesday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Thursday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Friday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Saturday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Sunday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |

By agreeing to this variation of ordinary hours, I agree that hours worked up to and including the agreed varied hours of **[INSERT PROPOSED ORDINARY HOURS]** will be paid at the ordinary rate of **[INSERT ORDINARY HOURLY RATE]** and will not attract over-time penalties.

Employee’s Name: **[INSERT EMPLOYEE’S NAME]** Employer Name: **[INSERT EMPLOYER’S NAME]**

Employee Signature: Employer Signature

Date: Date: