

## Form – Change to Hours or Work Schedule

This form is to be completed following a discussion from an employee to request an hours or work schedule change which includes any changes to the hours an employee works over a fortnight or on any day and/or the days worked during the week

The Manager is to then forward this information onto payroll for details are updated.

Employee Details			
Surname:		Given name(s):	
Position:		Current contract end date:	
Effective Date for Change:		Current fortnightly hours:	
End date of change:		New fortnightly hours:	

New Work Schedule Information						
Application requested for:      Change of Hours <input type="checkbox"/> Change of Days <input type="checkbox"/>						
Week 1	M	T	W	T	F	Total hours
Hours per day						
Week 2	M	T	W	T	F	Total hours
Hours per day						

**The standard full time working hours per fortnight are 76, which equates to 38 hours per week and 7.6 hours per day.**



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Employee's Signature:	Date:
Supervisor/Manager's Signature:	Date:

Approval	
Work schedule/hours change: Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>
Manager name:	
Manager signature:	Date:
CEO signature:	Date:
OFFICE USE ONLY WHERE CHANGE IS APPROVED	
Employee payroll file updated by:	Date:
Changes to days/hours updated on Brevity: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**The completed form is to be emailed to [hr@headwaygippsland.org.au](mailto:hr@headwaygippsland.org.au) and placed on the employee's personnel file.**