

Form – Employment Contract - Amendment

Date

Name

Address

Address

Private and Confidential

Dear **Name**

Further to our discussion, please find detailed below amendments to your working conditions with Headway Gippsland Inc. – these amendments are conditional on your signed and returned agreement.

(delete irrelevant Amendments):

☐ **Permanent Amendment – Hours/Days**

Details of these permanent amendments are as follows,

1. On <<enter date>> your hours/days with permanently change to XX hours/days per fortnight.
2. The dates of your current Employment Contract remain the same:
 - From: <<enter date>>
 - To: Ongoing

Week 1	M	T	W	T	F	S	S	Total hours
Hours per day								
Week 2	M	T	W	T	F	S	S	Total hours
Hours per day								

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The standard full time working hours per fortnight are 76, which equates to 38 hours per week and 7.6 hours per day. An unpaid lunch break of 30 minutes applies to any shift exceeding 5 hours.

☐ **Temporary Amendment – Hours/Days**

Details of these temporary amendments are as follows, conditional on your written agreement;

- For the period of <<enter date>> until the close of business on the <<enter date>>, your hours/days will be temporarily increased to XX hours/days per week.
On conclusion of this period or unless otherwise advised in writing, you will return to your substantive regular contracted hours and or days of XX hours/days per week.
- All timesheets, expenses and leave requests are to be submitted as required, on time and to satisfactory completion by their due date.
- Your conditions will accrue proportionately to this temporary increase to your hours for this specified period. Your conditions will revert to the hours stipulated in your contract of employment immediately following the conclusion of this arrangement, unless otherwise agreed in writing.

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	S	S	Total hours
Hours per day								
Week 2	M	T	W	T	F	S	S	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. An unpaid lunch break of 30 minutes applies to any shift exceeding 5 hours.

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☐ **Permanent Amendment – Pay Rate/Classification**

Congratulations on completing your <<Certificate>> / your pay review request has been successful

3. On << DATE >>, your pay rate will change from \$\$ to \$\$ per hour.

4. The dates of your current Employment Contract remain the same:

- From: << DATE >>.

Current Rate	\$\$ per hour	Current Classification	Classi: Level Pay Point Paid At: Level Pay Point
New Rate	\$\$ per hour	New Classification	Classi: Level Pay Point Paid At: Level Pay Point
Reason	Certificate / Pay Review Request	Reason	Certificate / Pay Review Request
Date		Date	

All other conditions of your employment remain unchanged as determined by your Employment Agreement.

Please sign and return this Amendment to Employment Contract no later than << DATE >>. This will be stored on your personnel file for future reference.

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	