

## Form – Employee Request for Change to Hours or Work Schedule

This form is to be used by 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

Completion of this form by an employee does not mean that the request for a change has been approved.

The Manager must approve any change before payroll 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.**