

## Opt-out Agreement - Working Time Regulations 1998

The Working Time Regulations (WTR) are in place to protect workers from excessive hours. This law is sometimes called the 'working time directive' or 'working time regulations'.

In summary the Working Time Regulations state that you are not able to work more than 48 hours a week on average. This is normally averaged over 17 weeks.

- Your normal working week is inclusive of all contracted hours and any additional hours worked from all and any employment you may have
- These hours should not exceed 48 hours averaged over a 17-week period or the duration of this employment if it is shorter than 17 weeks

This means that you might work more than 48 hours in one week, and less in another during a 17-week period or the employment period – as long as the average is not more than 48 hours.

Employees who are 18 years or over can choose to work more by opting out of the 48-hour week. By signing this agreement, you indicate that you are prepared to work more than 48 hours in any week. This is not a guarantee that you will be offered work in excess of 48 hours in any week, this is just an indication that you are prepared to opt out of the restriction.

If you choose not to sign this agreement, as you do not want to work more than 48 hours per week, you will not suffer any disadvantage or detriment as a result (e.g. being passed over for a promotion for example).

A minimum of a week's notice in writing is required to bring this agreement to an end.

For the agreement to be valid, please tick all boxes and sign and date the form below:

- I am agreeing to opt out of the 48 hour week under the 'working time directive.
- I understand that there is no guarantee of extra hours.
- I understand that I can give written notice of one week at any time to terminate this agreement.

Name \_\_\_\_\_

Business Area \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

One copy of this form should be retained by the individual concerned and one copy forwarded to the Shared Business Services. The original should be retained by the line manager.

\*All signatures can be electronic.