

# The Working Time Regulations statement form

## The Working Time Regulations 1998

### Employees Statement of Intention

Regulation 4(l) of the Working Time Regulations 1998 provides that an employee's average working time, **including overtime**, shall not exceed 48 hours for each 7 day period.

Please tick one box only

Option

I hereby agree that the provisions of Regulation 4(l) of the Working Time Regulations 1998 should not apply to me. If at any time, I should change my mind, I will give one months notice to my manager of this intention, after which period I understand that only an average 48 hours per week will be given to me to work.

1

Although I am unlikely to work more than an average 48 hours per week, I wish to register my agreement to have the option to do so. This will allow me the opportunity to work additional hours when I choose. I understand that without this confirmation the Company will be unable to offer me additional work. I therefore agree that the provisions of Regulation 4(l) of the Working Time Regulations 1998 should not apply to me. If at any time I should change my mind, I will give one months notice to my Manager of this intention, after which period I understand that only an average of 48 hours per week will be given to me to work.

2

I do not wish to work any more than an average of 48 hours per week. I understand that by making this declaration, the Company will not be permitted to allow me to work more than 48 hours per week and that I will only be paid for the hours which I actually work.

3

**Please note:- the Regulations provide that within the security industry an average 48 hour working week is calculated by taking the average number of hours worked each week over a 26 week period, excluding holiday or sickness leave. For all other roles this is calculated over a 17 week period.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_