

Individual Agreement on Working Hours Limits for All Staff

(Excluding Doctors in Training)

I agree that I fully understand and will abide by the following rules and regulations and that my failure to comply with these rules and regulations could lead to disciplinary action being taken against me up to and including DISMISSAL.

Section A: Compliance with Working Time Regulations

1. I will work up to a maximum of 48 hours per week averaged over a reference period of any 26 weeks. If I choose to opt-out of this provision and work up to a maximum of 60 hours per week (the Trust’s limit\*) over the same reference period I have completed the relevant section below and I will not exceed these hours either through undertaking any bank/agency work or duties within all localities/services of the Trust or with another organisation.
2. I will ensure that I comply with the following rest periods, which can be averaged out over a seven day period, however, I will ensure that I receive a minimum of a 90 hour rest period a week:

* 20 minutes every 6 hours (averaged over a 7 day period)
* 11 hours every 24 hours (averaged over a 7 day period)
* 24 hour continuous rest period every 7 days or 48 hours per fortnight

In cases of an emergency instead of getting normal breaks, I will take a 'compensatory rest'. This is rest taken later, ideally during the same or following working day. If I choose to work through my break I will not be entitled to a compensatory rest break.

1. I will ensure I take a minimum of 28 days leave per year, irrespective of annual leave or bank holidays, strictly for annual leave/rest purposes. For 28 days a year I will not undertake bank/agency work or duties within all localities of the Trust or with another organisation.

Section B: Compliance with Trust Health and Safety Rules\*

1. I will not undertake back-to-back shift working which may include:

* A late (or long-day) shift followed by a night shift;
* A night shift followed by any day duty.

1. On returning from sickness absence or any other unexpected absence, I will refrain from undertaking additional bank/agency duties for a period of 7 calendar days.

Confirmation of Agreement: Employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation of Opt-out of Working Time Regulations: Employee to sign

I do intend to work over 48 hours per week up to a maximum of 60 hours per week (the Trust’s limit) averaged over a reference period of any 26 weeks. I will give two months notice if I wish to change this provision. I agree that if I do intend to work over an average of 48 hours per week that my working hours and practices will be monitored by my manager and Trust processes and mechanisms.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: Authorising Manager/Supervisor

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_