

# Working Time Agreement

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## Revision Table

Revised on	Version #	Description	Approved by
13/03/2024	1.0	HP14-Update Format (Gary Anderson)	Ashley Barber
22/10/2024	1.0	No Updates	Ashley Barber
07/10/2025	2.0	No Updates / Re-issue	Ashley Barber

## Policy brief & purpose

Ensure personnel are aware of their rights regarding the working time regulations.

## Scope

By law (The Working Time Regulations 1998), employees and workers must not work more than 48 hours a week on average. This is usually averaged over 17 weeks

Limiting the hours people work is important for everyone's health, safety and wellbeing.

The 48-hour weekly limit applies unless the person:

Has 'opted out' of the maximum limit – this means they agree to work more hours



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Policy elements

**Opting out of the 48-hour weekly limit**

As employee you can choose to work more than an average of 48 hours a week.

To do this an 'opt-out agreement' must be signed

This is a written agreement and will be separate from your employment contract.

As the employee you do not have to agree to opting out of the 48-hour weekly limit and Holmes Building Contractors will not cause the employee detriment because they did not opt out.

Detriment means someone experiences one or both of the following:

- being treated worse than before
- having their situation made worse

Examples are as follows

- if Holmes reduces your hours without good reason and without consulting with you
- you experience bullying or harassment
- you are turned down training requests without good reason
- you are overlooked for promotions or development opportunities

**If as an employee you change your mind about opting out**

You can cancel an opt-out agreement at any time but you must give Holmes reasonable notice (14 Days) of your intention to do this.

**Opt-out agreement**

I agree that I may work for more than an average of 48 hours a week.

If I change my mind, I will give my employer Holmes Building Contractors Ltd, 14 days' notice in writing to end this agreement.

PRINT NAME	SIGN	DATE

