



VARIATION TO HOURS OF WORK

Intent of variation (*adapt for your circumstances*)

[XYZ Company] is in a situation where the business may not remain viable unless changes are made to terms of employment. By agreeing to these changes, detailed below, we will be able to offer continuing employment at least for the duration of the term specified, with the objective of returning to business as usual. When viable we intend to work towards the reinstatement of customary terms and conditions of employment but are not able to guarantee the ability to do so at this time.

Therefore, it is agreed:

That in the extraordinary circumstances presented by COVID-19 and acknowledging the measures taken by the company to use its best efforts to retain employment relationships, the parties acknowledge and agree that for the period from [insert date] until [insert date or 'further notice'] the employee's hours of work will be [insert agreed hours] . Remuneration will be adjusted (reduced) as a consequence of this variation. [insert details].

The parties further acknowledge that this variation supersedes the relevant provisions set out in the employee's Individual Employment Agreement. All other terms and conditions of your individual employment agreement remain unchanged

This variation will be reviewed on [insert date].

The employee confirms that before signing this variation they were provided with an opportunity to take independent advice.

This variation has been agreed in good faith.

Signed:

Employee:

Employer:

Dated: