**<insert Company Name>**

**Agreement to Work Additional Hours**

I, the undersigned hereby, agree that I have been consulted by *<the Employer>* in relation to a request to work additional overtime hours for approximately ………….... weeks in order to meet production targets in accordance with Clause ………………………. (as below) of the *<Insert Relevant Award details>*.

**21.1** The ordinary hours of work for full-time and part-time employees will not exceed eight on any one day, provided that:

* + 1. the ordinary working hours may exceed eight up to a maximum of 10 on any one day by mutual agreement between the employer and the majority of employees involved; and
    2. the employer and an individual employee may agree in writing to work shifts of up to 12 hours on any one day.

All overtime, meal breaks and rest periods consistent with the increased hours of work for this period shall be paid as per *<Insert Relevant Award details>*.

I agree to work the additional hours as requested under the terms of this agreement.

Name of Employee: ………………………………………………………………………………………….

Signed:

Witnessed:

Date: