

## Agreement to work additional hours

Under the Working Time Regulations, you must sign this 'opt-out' declaration if you want to work more than an average of 48 hours per week (excluding meal breaks). As a guide, for full-time employees this would normally mean working more than 11 hours overtime/Scheduled Attendance per week on a regular basis. This rule also applies to non-overtime grades, although additional working time for these employees is expected to be taken as time off in lieu.

Signing this agreement does not commit you to working additional hours, and overtime/Scheduled Attendance will continue to be allocated on whatever basis has been agreed at your local office, subject to the limits agreed in the Working Time Agreement and the normal conditions and limits that apply in your business unit of the Royal Mail Group Limited.

The availability of overtime and Scheduled Attendance is dependent on operational need. There is no promise or guarantee that it will be available in the future.

If you choose not to sign this agreement, you will be protected by the average 48-hour limit and the other parts of the Regulations, which among other things prevent you being required to work certain long patterns of attendance without appropriate breaks each day and each week.

If you wish to retain the opportunity to work more than an average of 48 hours per week, please sign the declaration below and return it in the envelope provided. If you have any questions please ask your line manager.

### AGREEMENT

I agree that I am willing to work beyond the 48-hour limit on average weekly working time that is specified in the Working Time Regulations 1998. My agreement to waive the 48-hour limit will apply to all hours worked including duty time, overtime, Scheduled Attendance, and any unpaid hours.

I understand that I can change my mind at any time and agree to give one month's notice of my intention to do so in writing and I understand that this agreement shall otherwise remain in force until my employment with Royal Mail Group Ltd ends. I also understand that Royal Mail will endeavour to inform me of any impending change in legislation that may change total working time limits.

I also understand that I am under no obligation to make this agreement, and I do so freely and voluntarily.

Signed: .....(employee)

.....  
EMPLOYEE'S NAME IN BLOCK CAPITALS

Pay Number: \_ \_ \_ / \_ \_ \_ \_ \_

.....  
Unit/Office Name

Date: .....

#### Notes:

- (1) *Signing this agreement will not affect your rights under other health and safety laws.*
- (2) *The Regulations protect you against dismissal or other detriment if you choose not to sign this agreement.*
- (3) *If you choose to sign this agreement we will keep a record of the agreement and of the hours that you have been working. Where this is separate from normal payroll records, we will arrange for you to inspect your record on request.*

Please return form to: WTD/48hr Working Option, Personnel Data Changes Team, Royal Mail, 2<sup>nd</sup> Floor, Pond Street, SHEFFIELD, S98 6HR.