***To be issued on departmental lettterheaded paper***

**AGREEMENT TO OPT OUT OF THE 48 HOUR WORKING WEEK**

Under regulation 4(1) of the Working Time Regulations 1998 a worker's average working time, including overtime, must not exceed 48 hours a week unless the worker has previously agreed otherwise in writing.

I confirm my agreement that this limit on my working hours will not apply to me and that my average working time may therefore exceed 48 hours a week.

I understand and agree that this opt out agreement will continue whilst I remain an employee of the Company and will remain in place if any amendments are made to my hours or to any positions that I may hold within the Company.

I understand that if I wish to withdraw from this agreement I must give three months written notice of my decision to withdraw. I further understand that, if this results in an adjustment to my work output and/or availability for work, this will lead to a corresponding adjustment to any pay and/or benefits provided to me by reference to my work output and/or availability for work.

Signature of employee:

Print name in Capitals:

Date: