

**WORKING TIME REGULATION PROCEDURE
CG22 - APPENDIX D**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

**INDIVIDUAL AGREEMENT TO DISAPPLY
THE 48 HOUR AVERAGE WEEKLY LIMIT**

Name of Employee : _____

Job Title : _____

Directorate : _____

Opt-out Agreement – This Form is drawn up under the Working Time Regulations 1998, under the provision set out in section 3.5 of the Working Time Regulations Procedure. Your minimum weekly hours of work will remain as specified in your contract of employment with the Trust. Note: staff working within the 48 hour average weekly limited will be allowed to work on a weekly basis.

1. I wish to opt out of the 48 hour average weekly limit specified in the Working Time Regulations 1998 – Regulation 4 (1).
2. I understand that this agreement will apply from ____/____/____ until further notice.
3. Despite agreeing to disapply the limit, I am fully aware that I have a responsibility not to work excessive hours that may impair my efficiency or expose colleagues, the public or property to risk.
4. I agree to keep accurate records of my total working hours and inform the Trust of these in accordance with Trust requirements and policies: in line with normal working practices.
5. Each side agrees to give 1 months' notice to bring this agreement to an end.
6. I am aware that I am under no obligation to sign this agreement and do so willingly.

Signature: Date:

This form should be emailed to the Human Resources Department:

