

## Working Time Regulations 48 hour Working Week Agreement

### 1. Introduction

Under the Working Time Regulations 1998 (“WTR”) an employee of Trowbridge Town Council must not work in excess of 48 hours per week, averaged over a 17 week period, unless they have agreed in writing that the limit will not apply.

The definition of “employee” in this document is: *‘any individual, aged 18 years or above, who is paid by the Town Council including full time, part time, temporary or casual work’*

### 2. Working Time

For the purposes of calculating hours worked during the 48 hour working week, working time is defined as:

- Periods which an employee is working at the Town Council’s disposal and undertaking his/her duties
- Periods which an employee is undergoing training relevant to their position
- Additional periods which should be treated as working time for the purpose of the WTR e.g business lunches

### 3. Opting Out

Under the WTR employees can choose to work over the average of 48 hours per week, by signing an opt-out agreement.

The agreement can be cancelled at any time, by giving two weeks written notice to the Head of Resources. On cancelling the agreement an employee’s working week will revert to the basic working week as defined in their Statement of Particulars.

Employees are under no obligation to sign an agreement and will not be treated unfairly should they elect not to opt out.

**Please indicate your choice of working hours by completing one of the boxes below:**

**I do not** agree to my working hours being more than the average of 48 hours per week.

Name (please print):

Signature:

Date:

**I agree** to my working hours being more than the average of 48 hours per week. I understand that I may cancel this agreement by given at least 2 weeks written notice.

Name (please print):

Signature:

Date:

*This document was approved on 18<sup>th</sup> May 2021 and will be amended as and when new legislation is introduced.  
Otherwise date of next review May 2025*