**Supported Employee Name:**

Employees working within Kyeema’s Employment sites; Green Fingers, Windward Industries and Seawinds Nursery have set hours of work.

Sometimes extra work hours might be offered to Employees. This could be because there is extra work to do, or because the weather allows us to catch up on some outdoor work.

1. These additional hours may be offered with short notice such as only the week before or the day before.
2. The work will be paid at the hourly rate you would normally be paid.
3. You do not have to do extra works hours if you don’t want to. It is your choice.

If you fill in the part below, you can be offered the extra work but if it doesn’t suit you at that time you can still say no.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to be offered extra hours when available, I understand that I can say no if I don’t want to work the extra hours.

|  |  |
| --- | --- |
| Signed: |  |

|  |  |
| --- | --- |
| Explained by (name of staff) |  |

|  |  |
| --- | --- |
| Dated: |  |