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Sample letter to employee changing working hours

Sample letter of change of working hours. Letter to change employee's working hours.

The standard daily work hours typically range between 8 to 9 hours per day. This can include prayer and lunch breaks too. It is generally a basic practice to not have weekly hours exceed 48 hours per week. However, depending on the work conditions and business needs, the employees sometimes need to work overtime and put in extra hours. This generally happens when the deadline for a project or an assignment is due or if the staff is short on employees due to unforeseen circumstances. For a company that works round the clock, for example, emergency numbers, ambulance service or internet service providers, etc., the employees are hired in shifts. Some workers work during the day and some during the night, but the work hours remain the same.

MEMO

March 2017

TO: All Employees

FROM: Management

RE: Retirement Plan Notice:
Get the "CREDIT" you deserve!

You may be eligible for a valuable incentive, which could reduce your federal income tax liability, for contributing to your company's 401(k) or 403(b) plan. If you qualify, you may receive a Tax Saver's Credit of up to \$1,000 (\$2,000 for married couples filing jointly) if you make eligible contributions to an employer-sponsored retirement savings plan. The deduction is claimed in the form of a non-refundable tax credit, ranging from 10% to 50% of your annual contribution.

Remember, when you contribute a portion of each paycheck into the plan on a pre-tax basis, you are reducing the amount of your income subject to federal taxation. And, those assets grow tax-deferred until you receive a distribution. If you qualify for the Tax Saver's Credit, you may even further reduce your taxes.

Your eligibility depends on your Adjusted Gross Income (AGI), your tax filing status, and your retirement contributions. To qualify for the credit, you must be age 18 or older and cannot be a full-time student or claimed as a dependent on someone else's tax return.

Use this chart to calculate your credit for the tax year 2017. First, determine your AGI - your total income minus all qualified deductions. Then refer to the chart below to see how much you can claim as a tax credit if you qualify.

Filing Status/Adjusted Gross Income for 2017	Joint	Head of Household	Single/Other
50% of amount deferred	\$0 to \$2,000	\$0 to \$2,750	\$0 to \$1,500
25% of amount deferred	\$2,001 to \$40,000	\$2,751 to \$30,000	\$1,501 to \$20,000
10% of amount deferred	\$40,001 to \$62,000	\$30,001 to \$48,500	\$20,001 to \$31,000

Source: IRS Form 5600

For example:

- A single employee whose AGI is \$17,000 defers \$2,000 to their retirement plan will qualify for a tax credit equal to 50% of their total contribution. That's a tax savings of \$1,000.
- A married couple filing jointly with a combined AGI of \$30,000 each contributes \$1,000 to their respective company plans, for a total contribution of \$2,000. They will receive a 25% credit reducing their tax bill by \$500.

With the Tax Saver's Credit, you may owe less in federal taxes the next time you file by contributing to your retirement plan today!

Securities are offered through M&A Securities Capital Corporation (M&A/C), a registered Broker/Dealer, Member FINRA/SIPC. Financial Advisor is offered through Everhart Advisors a Registered Investment Advisor. Everhart Advisors is not a subsidiary or agent of M&A/C. A/C is not a broker.

Some companies compensate the employees who work overtime with extra money or with some days off at a later time. Change of work hours. An employee might not be satisfied or comfortable with his work hours for personal reasons. If he lives far from his office, then the time he leaves home in the morning might be too early. Moreover, sometimes people work more than one job to make ends meet and their job timings may be overlapping with their other job. For female employees, the reasons for requesting a change of time could simply be because they have very young children who need to be sent to school before she leaves for work. If you have been working at a company for a certain period of time and are on good terms with your superiors, you can write to them in a respectful manner and explain your circumstances. In most cases, the superiors will consider your request and change your work hours. The following points should be considered while writing a proposal letter to change work hours. Mention your current work hours and the hours to which you want to change them too. State your reason for the change. Your reason should be valid enough to justify your request for the change of work hours. Mention how the change will be beneficial to you and if this will affect your work in any way or not. Have a respectful and courteous tone while speaking to your superiors. Always remember that the boss would never want to lose a hardworking and dedicated employee. Make sure you are sincere in your work and have a good work record before putting forward any such requests or demands. Sample Letter I am writing this letter to request a change in my work hours. My current work time is from 09 00 hours till 17 00 hours, however, I wish to change it to 10 00 hours till 18 00 hours. I am requesting this change because I have two young children who have recently joined the school and their leaving time is 09 00 in the morning.

February 9, 2009

To Network Operations Managers (NOMs)
AT&T MISSOURI

Cc: SNOM Christopher Streeter

Good day!

For almost seven (7) months of working as a Network Controller II, I would be requesting for a change in work schedule, instead of 10pm to 5am, it will be 8pm to 5am, this in relation of my medical attention that will contribute for my sex (6) hour rest and wellness

With this, I have been recently medically diagnosed of high SGPT due to fatty liver last 10/1/2008, and possible hypertension problem, that is the cause of my two-day medical leave last 01/02/2009 to 03/02/2009 (medical records will be given per request). Moreover, my problem in my present work schedule is that I could not able to attain sufficient sleep due to my body abnormal reaction.

Previously I have attempted to use foods or liquids to get better sleep, deep sleep music and others, but none of these work for me and I still failed to attain more than three (3) hour sleep during my work days. However with the requested schedule, I believe I could able to do more rest, more rest will be still conducive for my sleeping time.

At present, I'm in the search to how to achieve rest during day time so I will have immediate responsiveness in my existing classes. As for me, having a good rest itself has good significant factor on efficiency of an employee's work and health life, considering our work requires attention to detail, careful judgement to technical issues and work processes, also performing at times.

As per record, I have completed my six months of employment, that is, from 28/07/2008 to 28/01/2009, without any medical leaves or medical certificates, to prove that I have maintained good attendance record, and my work dedication which I even worked at times I'm having regular headaches due to inadequate sleep.

In addition, this work schedule change request has been previously informed verbally, and has been rejected due to NCS based cost per schedule time, yet this request was now related to my medical condition.

So I'm looking forward for your due consideration and approval on my request.

Thank you very much.

Respectfully yours,

Ronald Camillo
Network Controller
CCN@CINVAJAN@Network-MCTS/MCP

I do not have any domestic help and have to fix their breakfast and lunch myself before I send them to school. This change in time will allow me to perform my duties towards my children in the morning before I leave for work. I have attached my children's school schedule with this letter for your reference. I have worked in the marketing department for 2 years and performed my duties to the best of my abilities. I will work my best to maintain the work standard that is expected of me. I fully recognize the obligations of my work and I can assure you that this change in the work hours will not affect my work performance at all. I would be happy to arrange a meeting with you if you wish to discuss this with me or need any further information. I am also open to any alternate solutions you can recommend for this.

Mr. Greg Smith
Manager Accounts
ABC International

Mr. Jeffery
CEO
ABC International

Dear Mr. Jeffery,

It is to bring into your kind attention that my mother is terribly ill. She has been admitted to the hospital. My sister is currently staying with me. In the daytime, she manages to look after our mother but at night it becomes difficult for her as she must look after my daughter. I am currently working with a shift time from 3 pm-10 pm which I am afraid I will not be able to continue. Sir, I will be better able to work in the morning shift so that I may be able to look after my mother as well.

I have been working in the company for the past seven years. I have recently been granted a promotion with an increase in salary due to my work. Moreover, I had made our previous project a success for the company. My timings if changed will not cause any problem and that I assure you. I will work in my full capacity.

Enclosed are my mother's medical documents for your reference. If you need any other detail, I will provide you at my earliest possible.

Yours sincerely,

Mr. Greg Smith
Manager Accounts
ABC International

dexthub.org

Thank you for your time and consideration. Preview Already have a Farillio account? Sign In Get unlimited access to 100s of legal resources by signing up to Farillio today. Manage your legal documents online Well written legal templates by our partners Guides to help you understand law Legal help available every step of the way Sign up In a time where conventional working hours are becoming less common, options like flexitime are becoming more standard. However, not all companies are embracing options like working from home or irregular hours, and so some employees may need to make a case for any changes to their working hours. Naturally, any changes to an employee's working hours must be agreed upon by both the employee and the employer. Failure to do so can result in troubles for the employer, as the employee may be entitled to claim a breach in contract. Any changes should be beneficial to all parties involved, so to an agreement both the employee and the employer should understand how to broach and discuss the subject. Changing hours of work So how does an employee request a change of contract working hours? First, as an employee, it's vital to explain to their employer exactly why they want to make any changes to their working hours. These reasons should be paired with any potential issues changes to working hours may raise, along with solutions to them.



Once these have been noted, they should be compiled into a comprehensive letter. Putting a request into writing will help establish the groundwork in which both the employee and employer can discuss the possibility of changing hours of work. When both parties are open to a discussion, the employee can also consult or negotiate with the help of representatives, who can include other employees or assistance from a trade union. This discussion will allow both the employer and employee to be open with expectations and concerns about any potential changes to working hours. Because of this, both parties may present alternative ideas than those initially proposed, such as changing to compressed hours or part-time working. It's worth noting that some statutory rights may justify a change of working hours, such as not wishing to work on a Sunday. Employee rights on a change of working hours In regards to employment law on a change of working hours, within an employment contract, there can be 'variant clauses'. These clauses generally allow minor changes to a contract, yet they must be clear and precise about what they can change. If an employer only has these variant clauses to rely on for changes to working hours, an employee may protest these changes. Changes to contracts using variant clauses cannot be made without due consideration. An employer has to justify any attempts to change an employee's contract due to variant clauses, such as if the company or business needs to reduce working hours due to financial struggles. If this occurs, the employer needs to follow a fair procedure to utilise changes via variation clauses. Changes to contracts may also be discussed due to a change of ownership of the company or business. However, they cannot make these changes without an employee's consent. This is considered a Transfer of Undertakings Protection of Employment, or a TUPE change of working hours. Any changes due to being transferred to a new employer cannot be made if they're directly related to the transfer. This means that even if the new owner already has an employee in a similar role, they cannot make any changes to the employee's contract. For example, they can't reduce your pay because they pay someone who already works for them in a similar role less. How much notice for a change of working hours? An employee should be notified whenever their working hours are changed, regardless of whether it was by their own choice or not. An employer's intention to make these changes is a change of working hours announcement, which is open to a response from employees. When discussing the change of working hours, it can refer to two types of changes. These can be either a short-term change, such as a shift change, or a permanent one, such as changes made to an employee's contract. Each has a different legal notice period for a change of working hours. The former requires the employer to give the employee 12 hours of notice. The latter must be given to an employee written notification of any changes within four weeks of the decision being made. In the event that there have been changes made to a contract without discussion or agreement, these changes to a contract will likely be a breach of the contract of employment. Simple providing a written notice would not make these changes lawful. BrightHR can help it can be difficult for both employees and employers to fully understand changes to working hours. This is where BrightHR's expertise can provide valuable assistance. Get in touch today for employment law advice or explore our many insightful HR resources. Frequently Asked Questions about Changing Employees' Working Hours Our clients ask loads of questions about changing an employees working hours, so we've answered some of the most common ones below.

Not found an answer to your question? Bright Lightning gives you the answer to thousands of employment questions in seconds. Can an employer change your contract? An employer can only change the terms of the contract with the agreement of the employee. A contract of employment is legally binding, it would be a breach of contract to change the terms without the employee's agreement. We can help Do you need extra support? Well, we're always available to help. Get in touch on 08004702432 If you've changed your working hours, here's an easy to use template to make a change of working hours announcement. Good day [recipient], To address the rising customer demand for our services, we have changed our operating hours from [open time - close time] to [new open time to new close time]. We have determined that this new schedule will make us to be more accessible to our customers. As always, we only have the people's best interests in mind. This change will take effects starting [date]. Expect no other changes except the longer operating hours. You may visit our office during this time to avail of any of our usual services. [Signature][Name of sender] Other Free Letter Templates No Bonus Announcement Letter To Employees Sample Staff Announcement Letter Sample Announcement Letter For a New Manager Change In Mailing Address Sample Letter Demotion Announcement Letter Announcement of New Business Opening Announcement Letter For Award Ceremony Grant Announcement Letter Sample Scholarship Announcement Letter New Shipment Letter To Customers Announcement Letter For Business Automation Workflow Announcement Letter For New Employee Announcement Letter For A New President Store Closing Announcement Letter Adoption Announcement Letter Announcement Letter For A New Business Shipping Policy Change Letter To Customers Rebranding Announcement Letter To Customers Organization Chart Announcement Letter