

Double Employment Guide and Form

Under the Organisation of Working Time Act 1997, employees should have:

- 11 hours' consecutive rest in each 24-hour period.
- A period of **24 hours' rest in each consecutive seven-day period** (this period should be preceded by 11 hours' daily rest).
- This effectively means employees are entitled to 35 hours' consecutive rest in each consecutive 7-day period.
- The legislation limits the maximum number of hours an employee can work.

In order to ensure compliance with the Organisation of Working Time Act 1997, the organisation has a requirement to evaluate cases where College employees may be simultaneously employed by organisations outside the College. It is necessary for all employees to provide the organisation with details of any other paid employment that the employee is engaged in.

Employees who are self-employed are not covered by this provision. Also excluded are employees who are working for a relative and are members of that relative's household and whose place of employment is a private dwelling house or farm in or on which they and the relative reside.

Please note that should a situation arise where the combined hours worked for the organisation and for the other employment, prevent Health and Safety required rest periods and place the College (and the employee) in breach of the legislation, then the employee concerned must change/reduce the hours worked in the other employment in order to prevent such a breach occurring.

To ensure the organisation and you are not in breach of this Act, the following information is required.

Please complete the details and return to Human Resources, by **DATE**.

Please turnover for completion of form

Please (PRINT) details

Employee Name:

Employee Address:

Details of employment outside the company:

Do you work for any other employer?

Yes

No

If yes, please complete the following details:

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Starting							
Finishing							
No. of Hours							
Break provided (Y/N)							

Mandatory Rest Periods

1. Have you received **11 hours' consecutive rest** in each 24-hour period?

Yes No

2. Have you received **24 hours' rest in each consecutive seven-day period** (this period should be preceded by 11 hours' daily rest)?

Yes No

If you have answered no to either of the above, please advise why?

Do these hours vary from week to week?

Yes

No

If yes, please give details:

**If your double employment (hours of work) varies weekly, it is your responsibility to ensure that you notify/update your line manager weekly of hours worked.*

More than one other employer:

If you are employed by more than one other employer (besides Carlow College, St. Patrick's) please repeat the above information for each such employer on a separate sheet.

***Please note**

You must notify your manager and Human Resources, Carlow College, St. Patrick's if there is any change to the details as outlined above.

Signed: _____
Employee

Date: _____

Signed: _____
Human Resources

Date: _____