

Consent to Schedule Change

Fair Workweek Requirements:

Under Chapter 9-4600 of the "Philadelphia Code" the Fair Workweek Employment Standards, employers must obtain employee consent in order to make the following schedule changes:

- Add hours to the posted work schedule
- Schedule a shift that falls under the 9 hours of rest requirement defined in the law

This form can be used in order to demonstrate compliance with changes to the Advance Notice of Work Schedule and the 9 hours of rest requirement. Employers may not retaliate against employees for exercising their rights under this law.

Nature of Change:

Employer requested change

Employee requested change

Date of Consent:

Date of Change:

Type of Schedule Change:

Add time to work shift

Leave early or lateness (>20min)

Subtract time to work shift or cancel shift

Shift swap or add shift

Change date, time or location of work shift

Other _____

Compensation for employer requested change:

Change made:	Predictability Pay:
Employer adds time to work shift, with no loss of hours	One hour at Employee's rate of pay
Employer changes the date of a work shift	One hour at Employee's rate of pay
Employer changes the time of a work shift	One hour at Employee's rate of pay
Employer changes the location of a work shift	One hour at Employee's rate of pay
Employer subtracts hours from a regular OR On-Call Shift	No less than one-half times Employee's rate of pay per hour, for any scheduled hours the Employee does not work
Employer cancels a regular OR On-Call Shift including not calling in to work an On Call Shift.	No less than one-half times employee's rate of pay per hour, for any scheduled hours the employee does not work

Employee Signature and Date:

Supervisor Signature and Date:

Employers must keep record of this notice for two years.