

## Sample Organisation of Working Time Act Form – Multiple Employees

Employer Name: \_\_\_\_\_

Employer Registration Number: 

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**Week starts on** \_\_\_\_\_  
 (Please specify day)

**For date commencing:** \_\_\_\_\_

**Statutory Entitlement under the OWTA.**

Employees are entitled to;

- A daily rest period of 11 consecutive hours per 24 hours A weekly rest period of 24 consecutive hours per seven days, following a daily rest period
- A 15-minute break if working 4.5 hours.
- A 30-minute break if working six hours.

[Some industries](#) are covered by Registered Employment Agreements (REA's) and Employment Regulation Orders (ERO's), which may contain different regulations regarding rest breaks. Employers should ensure that the appropriate rest breaks are granted.

**Total hours worked should exclude all rest breaks (paid and unpaid)**

\*\* I declare that the information in relation to daily and weekly hours worked is correct and that I have received my statutory rest entitlements: (please tick)

Employee Name		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	**Rest breaks**	Total Hours Worked	Employee Signature	Date
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											
	Start Time											
	Finish time											

Employer Signature: \_\_\_\_\_