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| --- | --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL**  Name  Address |  | Ref. Personnel\_No  Post\_ID\_No  DD/MM/YYYY | Ref./ |

Dear Name

**Contract amendment – change in hours of work**

I am writing to confirm your reduction/increase in working hours to X hours per week/full-time, which is X% of your full-time equivalent hours, effective from DD/MM/YYYY.

Your salary and annual leave entitlement will be adjusted accordingly from the same date. Your salary continues to be payable at the rate of £xx,xxx full-time equivalent per annum.

FOR TEMPORARY ARRANGEMENTS: The change in your working hours has been agreed on a temporary basis and it is expected that you will revert back to x hours per week on [date].

[for ALL ACADEMIC and academic-related staff]

Normal retirement date: the University’s Employer Justified Retirement Age arrangements were changed on 18 October 2022. For information about your retirement please see: <https://hr.web.ox.ac.uk/retirement>.

IN ALL CASES INCLUDE THE REMAINING PARAGRAPHS

All other terms and conditions included in your contract of employment dated [date] and any subsequent contractual change letters remain unchanged.

At all times your employment is subject to the presentation of original documentation to establish your right to work in the UK, which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to present such documentation as and when requested from you.

To confirm your acceptance of this amendment to your contract, please sign and date the enclosed copy of this letter and return it to me as soon as possible.

Yours sincerely,

Name

Departmental administrator/Head of Department

Enclosure: copy of this letter

I accept the changes to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..