

Internal Memorandum

To: All Rail Staff
From: Rail Administrator
Date:
Subject: **Working Hours**
Ref.: Memo/04

- ALL EMPLOYEES ARE REQUIRED TO RETURN A SIGNED COPY OF THIS MEMO TO THE RAIL ADMINISTRATOR. AN UPDATE OF THIS MEMO WILL BE ISSUED AT 6-MONTHLY INTERVALS.
- If you are in any doubt as to the requirements of this memo/policy please contact the Rail Administrator at Matchtech for clarification.
- It is essential that all staff comply with Matchtech's policy with respect to safe working hours. Please ensure that you do not exceed the limits stated (except in emergency situations).

I _____ (Employee) confirm that in the period __/__/__ to __/__/__ (6 month period) I have not:

- Worked shifts of more than 12 hours
- Worked more than 72 hours in any week (Sunday to Saturday)
- Worked more than 13 shifts in any 14 day period
- Had less than 12-hour rest periods between consecutive shifts.

Or in relation to working on Transport for London (TfL) Managed Infrastructure

I have not:

- Worked shifts of more than 12 hours
- Had less than 11 hours rest between two shifts
- As determined by LU or LU's suppliers the consecutive days that may be worked before a rest period shall be either:
 - a. Worked more than 6 consecutive days without a rest period of not less than 24 hours.
 - b. Worked more than 12 consecutive days without 2 consecutive rest days, each of which is not less than 24 hours.
 - c. Worked without 2 rest periods within any 14 day period, each of which is not less than 24 hours.
- List any exceptions, along with associated reasons here: -

Signed: _____

Grade: _____

Date: _____