



**cetb**

Bord Oideachais agus  
Oiliúna Chorcaí  
Cork Education and  
Training Board

## Confirmation of Working Hours to Employer in accordance with Section 15 of the Organisation of Working Time Act, 1997

Under the Organisation of Working Time Act, 1997 there is a provision that prohibits employees working in two alternative employments where the total hours exceeds the average 48 hour maximum regulation and prevents the required rest periods.

To reinforce this legislation, and to ensure that all employees are receiving adequate rest and relaxation in terms of health and safety, please complete the details on the enclosed form to inform the Committee if you are working outside your employment with the Board or wish to pursue a second job. Please note that the form must be returned even if you do not work outside Cork ETB. This will enable us to assess that working time and rest time is monitored in accordance with the Organisation of Working Time Act, 1997.

Furthermore, it is a condition of employment for all staff that that they not engage in secondary work (internal and/or external to Cork ETB) without the consent of the Board. This consent should normally be obtained beforehand, and the consent will only be given where it is clear that such secondary work will not adversely affect the employee's work under the Board or be in competition with it.

I confirm that (please tick):

- I do have a second employment outside of Cork ETB and wish to request permission to engage in this second employment.

*(Note: Please complete the request for permission to engage in external work form also)*

OR

- I do not have a second employment outside of Cork ETB currently and undertake to make the Board aware of any hours I work for a second employer/in a second employment.

Name (Block Capitals): \_\_\_\_\_

Job Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed forms should be returned to the Human Resources Department, Cork Education and Training Board, Human Resource Department, 21 Lavitts Quay, Cork.**