



SECURITY OF HOURS

What is it?

There will soon be changes in how McDonald's restaurants manage the hours an employee gets each week. We are calling this 'Security of Hours' and it will formalise the consistency around hours scheduled.

From 1 October 2015, every timecard employee will receive a security of hours number. This is the minimum number of hours your restaurant is committed to providing you every week unless there is an agreed change to your situation.

How is my security of hours number worked out?

You will receive your security of hours number in October. This number is calculated based on the hours that you have worked from 1 July 2015 - 30 September 2015.

In the future, provided that your situation remains the same and you have not changed your availability, you will receive a new security of hours number at the beginning of every quarter. This is explained in the below table.

This security of hours number will be on your payslip.

This number is calculated based on 80% of the average number of hours you have worked in the previous quarter.

| | |
|--------------------------------------|--|
| Quarter 1 => 1 January - 31 March | 15 April => You will receive a new security hours number |
| Quarter 2 => 1 April - 30 June | 15 July => You will receive a new security hours number |
| Quarter 3 => 1 July - 30 September | 15 October => You will receive a new security hours number |
| Quarter 4 => 1 October - 31 December | 15 January=> You will receive a new security hours number |

If your situation changes within the quarter and you have requested to change your availability, a new security of hours number will be agreed with you.

How do I know if I have been scheduled my security of hours number?

Your security of hours number will be viewable on your pay slip from 12th October 2015.

What are the things that can impact my security of hours number?

Permanent change - a permanent change of availability is a change in your availability of more than two weeks. If your permanent availability is approved, your new security of hours number will be agreed with you.

Temporary change - a temporary change to availability is where you request a change for a period of less than two weeks.

Paid leave - Any paid leave will form part of your security of hours number.

Unpaid leave - Any unpaid leave will affect your security of hours number for the next quarter. If you take unpaid leave it will also mean that the restaurant may not be able to meet your security of hours number for that week.

For example, if you request to go on an unpaid holiday for five days you would need to fill out a leave form. As it is unpaid leave it may mean that the restaurant may not be able to meet your security of hours number for that week.

Also, your security of hours number will be affected in the next quarter (it may go down).

What if I haven't worked a full fixed quarter yet?

Your Franchisee or Restaurant Manager will discuss what your security of hours number will be.

Who do I speak to if I don't understand?

If you have any questions regarding security of hours, please contact your Restaurant Manager or your Franchisee/Supervisor.