

Dear Member

Please see below a template that should be completed in advance of submitting a “Change Request – Increase in Hours” application form. Please carefully read the “Cover Letter” and the “Relevant Section of the February 2022 National Agreement with regard to Banded Hour Contracts” documentation before completing this form.

The calculation template table below works as follows. The Review period commences in Week 10 and works backwards for a further 51 week period. In the corresponding “Number of Hours Worked” column beside Week 10 enter the number of hours that you physically worked in that week. Then work backwards completing each column. e.g. If in Week 10 you worked 35 hours then enter 35 in the “Number of hours worked” column. Below that then in the 09 “Week No:” enter the number of hours you worked in week 09 in the “Number of Hours Worked” column etc. etc.

Complete this for the full 52 weeks. Then simply add up all of the hours in the “Number of Hours Worked” columns and divide by 52. This figure will give you your average weekly number of hours worked in the 52 week reference period. If the average figure is above your current banded hours contract top point, then you are entitled to apply for and receive a contract that reflects your average number of hours.

Current Band: ____ to ____.

Week Number:	Number of Hours:	Week Number:	Number of Hours:2
Week No: 10	Number of Hours Worked	Week No: 36	Number of Hours Worked
Week No: 09	Number of Hours Worked	Week No: 35	Number of Hours Worked
Week No: 08	Number of Hours Worked	Week No: 34	Number of Hours Worked
Week No: 07	Number of Hours Worked	Week No: 33	Number of Hours Worked
Week No: 06	Number of Hours Worked	Week No: 32	Number of Hours Worked
Week No: 05	Number of Hours Worked	Week No: 31	Number of Hours Worked
Week No: 04	Number of Hours Worked	Week No: 30	Number of Hours Worked
Week No: 03	Number of Hours Worked	Week No: 29	Number of Hours Worked
Week No: 02	Number of Hours Worked	Week No: 28	Number of Hours Worked
Week No: 01	Number of Hours Worked	Week No: 27	Number of Hours Worked
Week No: 52	Number of Hours Worked	Week No: 26	Number of Hours Worked
Week No: 51	Number of Hours Worked	Week No: 25	Number of Hours Worked
Week No: 50	Number of Hours Worked	Week No: 24	Number of Hours Worked
Week No: 49	Number of Hours Worked	Week No: 23	Number of Hours Worked
Week No: 48	Number of Hours Worked	Week No: 22	Number of Hours Worked
Week No: 47	Number of Hours Worked	Week No: 21	Number of Hours Worked
Week No: 46	Number of Hours Worked	Week No: 20	Number of Hours Worked
Week No: 45	Number of Hours Worked	Week No: 19	Number of Hours Worked
Week No: 44	Number of Hours Worked	Week No: 18	Number of Hours Worked
Week No: 43	Number of Hours Worked	Week No: 17	Number of Hours Worked
Week No: 42	Number of Hours Worked	Week No: 16	Number of Hours Worked
Week No: 41	Number of Hours Worked	Week No: 15	Number of Hours Worked
Week No: 40	Number of Hours Worked	Week No: 14	Number of Hours Worked
Week No: 39	Number of Hours Worked	Week No: 13	Number of Hours Worked
Week No: 38	Number of Hours Worked	Week No: 12	Number of Hours Worked
Week No: 37	Number of Hours Worked	Week No: 11	Number of Hours Worked

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General Secretary: Gerry Light
Registered Number: 604T



If you are unsure as to whether you meet the criteria for an increase in band or if you require assistance in completing the above table then please contact your Mandate Store Shop Steward or House Committee Member. Alternatively please do not hesitate to contact your relevant Mandate Trade Union Official for further information or advice.

Yours fraternally
On Behalf of the SuperValu MOPI National Team

A handwritten signature in black ink, appearing to read 'KB Pollard', is written over a horizontal line.

Keith Pollard
Divisional Organiser

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