**AGREEMENT   
on a temporary reduction in working time with reduction in pay**

Due to a temporary contraction of the firm’s business activities, an agreement has been reached between [firm’s name and national ID] and [employee’s name and national ID] on a temporary reduction in working time with reduction in pay.

The current working time of \_\_\_% will be reduced to \_\_\_\_%.

[A description may be required of what the reduction in working time entails, for example whether an employee working shifts will be required to work fewer or shorter shifts (or both), or what the effect will be on weekly night or weekend hours.]

Arrangements for reduced working time / modified working hours apply in the period from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ 2020.

During this period, the wages due to the employee will be reduced in direct proportion to the reduction in working time [or specify with regard to changes in working hours].

*Provisos:*

This agreement is valid provided that the employee is a person who, in the period specified above, is entitled to apply for and receive unemployment benefits on the basis of the special temporary provisions of the Unemployment Insurance Act.

The temporary provisions on the payment of unemployment benefits in cases of reduced working time for reduced pay apply until 1 June 2020.

If business conditions change, the firm may, where no delay is justified, restore the employee’s working hours partially or fully up to the previous level.

Place and date

For [name of firm] [Employee’s name and signature]