Good Faith Estimate of Work

This a template from the Office of Benefits and Wage Compliance. Employers are required to provide a written good faith estimate of the average workweek to each employee. The employer is required to revise the good faith estimate when there is a significant change due to employee's availability or employer needs as promptly as possible. Good faith estimates shall not be required during an Employee's regular training period.

This document is compliant with Philadelphia Code Chapter 9-4600, Fair Workweek. This document alone does not demonstrate compliance. This is not a contractual offer.

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**Employee Information**

Employee name: ________________________________

Effective date of this notice: ____________________  □ Upon Hire  □ Existing Employee

Is this a seasonal or term limited estimate?  □ Yes  □ No

If yes, what is the end date? ________________________________

Employee position: ________________________________

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**Good Faith Estimate**

The good faith estimate must include an average number of hours an employee can expect to work each week, any call shifts, and a subset of days, times or shifts an employee can expect to work.

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
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<tr>
<td>End</td>
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<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

Average number of hours each week: ________________________________

Any on call shifts?  □ Yes  □ No

Supervising Manager: ________________________________  Date: __________________

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Employee: ________________________________  Date: __________________

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**Retaliation by employers is illegal.**

Employers are prohibited from retaliating against employees from exercising their rights, including protection from termination, threatening, demoting or any other action that would discourage participation.