

Offer of Additional Work Hours to Existing Employees

Manager: Please Provide Employee With Up to 3 Days to Accept This Offer

Employee Name: _____ Date: _____
EssilorLuxottica ID: _____ Brand: _____
Store No.: _____
Employment Status (FT/PT/CPT/S): _____

Current average number of work hours per week: _____

Description and title of the position: _____

Required qualifications for the position: _____

Total hours of work being offered: _____

Schedule of available work shifts: _____

Duration needed to cover additional hours: _____

_____ I **ACCEPT** the additional number of work hours offered

_____ I **DECLINE** the additional number of work hours offered

By signing below, I acknowledge that I was provided up to three (3) days to accept the additional hours that were offered.

Employee Signature/EssilorLuxottica ID

Date

Manager Signature

Nothing in this form is contractual in nature and nothing in it creates any contractual obligations by the Company. This form is not a contract of employment and does not obligate the Company to act in specific ways or to maintain any specific level or type of benefit. This form may be interpreted, applied, modified at the Company's sole discretion and without prior notice to associates.