



**THE SHOPS ACT 2000**

**THE SHOPS (PRESCRIBED FORMS) ORDER 2000**

Laid before Tynwald 11<sup>th</sup> July 2000

Coming into operation 1<sup>st</sup> August 2000

In exercise of the powers conferred on the Department of Trade and Industry by section 5 of the Shops Act 2000 (a) and of all other enabling powers, the following Order is hereby made:-

**Citation and commencement**

1. This Order may be cited as the Shops (Prescribed Forms) Order 2000 and shall come into operation on 1<sup>st</sup> August 2000.

**Interpretation**

2. In this Order-

“the Act” means the Shops Act 2000;

“opting-in request” means a written request under section 5 (1) (a) of the Act in which an employer requests a shop worker to give an opting-in notice;

“opting-in notice” means a written notice under section 5 (1) (b) of the Act signed and dated by a shop worker, in which he expressly consents to an opting-in request and states that he wishes to work on Sundays or particular Sundays and / or Christmas Day and / or Good Friday or that he does not object to working on those days.

**Forms**

3. The forms set out in the Schedule are prescribed for the purposes of section 5 of the Act.

(a) 2000 c. 7

Price 60p

**SCHEDULE  
FORMS  
FORM 1**

**PRESCRIBED FORM OF OPTING-IN REQUEST**

Shops Act 2000  
Prescribed Form of Opting-in Request

To **Name of employee**

Request for you to opt-in to working on **Sundays or date(s) of particular Sunday(s) and / or Good Friday and / or Christmas Day.**

I would like you to consider working on **Sundays or date(s) of particular Sunday(s) and / or Good Friday and / or Christmas Day.** If you have no objection to this proposal I would request that you complete and return to me the enclosed "opting-in notice".

An "opting-in notice" is a written form signed and dated by you, in which you give your consent to my request and state that you wish to work on those days or that you do not object to working on those days.

The law states that, unless you are willing to sign an opting-in notice, you cannot be obliged to work on those days and you would have the right to complain to the Employment Tribunal if because of your refusal to work on those days **name of (sole trader) (partnership) or (company)** were to dismiss you or do something else detrimental to you, such as, for example, fail to promote you. If you do not wish to work on those days or object to working on those days you should not complete the opting-in notice. (However, for administrative purposes it would be helpful if you would let me know if this is your decision).

Please note that if you decide to complete the opting-in notice and then change your mind at some point in the future you may give me an "opting-out notice", a signed and dated letter from you which states that you object to working on those days. You will then have the right not to do shop work on those days once one month has passed from the date on which the notice is given.

If you intend to give me an opting-in notice the law states that it must be given no earlier than a week after you receive this request and no later than three weeks after you receive it.

**Date (which must be on or after the employee's commencement date)**

**Signed**

**Name of employee's manager on behalf of name of (sole trader) (partnership) or (company)**

Enclosures:

1. opting-in notice
2. proposed terms and conditions for your working on **Sundays or date(s) of particular Sunday(s) and / or Good Friday and / or Christmas Day.**

FORM 2

PRESCRIBED FORM OF OPTING-IN NOTICE

Shops Act 2000

Prescribed Form of Opting-in Notice

To Name of employee's manager

My Consent to Working on Sundays or date(s) of particular Sunday(s) and / or Good Friday and / or Christmas Day.

I received your written request on **date** that I complete and return to you this "opting-in notice".

I agree to opting-in to working on **Sundays or date(s) of particular Sunday(s) and / or Good Friday and / or Christmas Day** and confirm that I do not object to working on those days.

I understand that, should it be my wish in the future, I can give an "opting-out notice" to you and I will then have the right not to do shop work on those days once one month has passed from the date on which the notice is given.

**Date**

(NOTE : if you decide to opt-in, the law states that this form must be given to your employer between 7 and 21 days from the date you receive his request).

**Signed**

**Name of employee**

MADE

23<sup>rd</sup> June

2000



Minister for Trade and Industry

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EXPLANATORY NOTE

(This note is not part of the Order)

This Order prescribes the form of "opting-in requests" and "opting-in notices", (certain written communications between employers and employees in the Shops Bill 2000), and the particulars and information to be included in them.