

Nanny / Family Work Agreement

	<i>Family information</i>	<i>Nanny information</i>
Name:		
Address:		
Phone:		
E-mail:		

Agreed work days & hours

<i>Days:</i>	<input type="checkbox"/> <i>From:</i>	<i>Until:</i>
Monday	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	
Saturday	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>	

Important dates

Nanny's Hire Date	
Nanny's Start Date of Employment	
Nanny's End Date of Employment (less than 1 year)	
Nanny's Annual Employment Anniversary Date	
Date Family Will Complete Nanny Handbook By	
Date Family Will Review Nanny Handbook with Nanny	

Weekly salary

Nanny weekly compensation of \$_____, based on a _____ hour work week.
 Overtime is paid on hours in excess of _____ per week and is compensated at \$ _____ per hour.
 Weekend pay is paid on hours in excess of those listed above and is compensated at \$ _____ per hour.

Travel pay

If family takes the nanny on vacation on a weekday, the added compensation for the extra hours worked monday – friday will be \$_____ per hour or a flat fee of \$_____ per day. If the family takes the nanny on vacation on a weekend, the added compensation for the extra hours worked saturday – sunday will be \$_____ per hour or a flat fee of \$ _____ per day.

Other unique benefits/perks

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Time Off

Sick/Personal Days:	
Sick Day Policy:	
Personal Day Policy:	
Vacation: Please Specify # of weeks and who chooses	
Vacation Policy:	
Holidays:	
Missed Days Policy:	
Request to Leave Early Policy:	
Snow Day Policy:	
Family Car Policy:	

Daily Schedule

	<i>Child</i>	<i>Child</i>	<i>Child</i>	<i>Child</i>	<i>Parents / Home</i>
6 AM					
7 AM					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					
6 PM					
7 PM					
8 PM					
9 PM					

Weekly Tasks for Nanny

Monthly Tasks for Nanny

Nanny Requests – Filled in by Nanny

Parent Signature

Date

Nanny Signature

Date