

ADDENDUM A / 1 OF 2

Nanny-share arrangements

Complete both pages with every employer and the Nanny. Obtain local advice on combined hours, payroll and employer responsibilities. List this addendum on main-agreement page 12. For the share, “Family” means all employers named here.

Main agreement date

Addendum effective date

Nanny's full legal name

Family A: all employers' legal names, address, phone and email

Family B: all employers' legal names, address, phone and email

Children from each Family: names / dates of birth

Care locations / hosting arrangement

Caregiver's work schedule - Nanny share

Identify the days, hours, Families receiving care and location for each arrangement. Include breaks and coverage in the main schedule or below.

Days	Start / end	Family / Families	Location

Gross hourly rates (USD)

Arrangement	Family A pays	Family B pays	Total to Nanny
Shared care			
Family A only		Not applicable	
Family B only	Not applicable		

These completed schedules and rates replace corresponding main-agreement entries only for the identified share arrangements. All other main terms continue unless an explicit signed change says otherwise. Private cost allocation does not limit legal employer responsibilities.

ADDENDUM A / 2 OF 2

Nanny-share pay and coordination

Guaranteed hours and pay owed by each Family

Combined hours / overtime calculation and payment

Payroll, time records and tax responsibilities

Sharing supplies, transportation and other costs

Who communicates changes / resolves conflicting instructions

Child illness / exposure arrangements

Pay when one Family cancels / keeps a child home

Notice if a Family leaves the share

If a Family leaves: continuing compensation, duties and employment arrangements

The Families coordinate records and payroll to meet applicable wage, overtime, reporting and tax obligations and the main agreement's weekly overtime promise. A Family's departure does not automatically reduce compensation or expand the remaining role. Any continuing arrangement requires a signed change and applicable notice/payment.

Family A employer 1 name

Signature

Date

Family A employer 2, if applicable name

Signature

Date

Family B employer 1 name

Signature

Date

Family B employer 2, if applicable name

Signature

Date

Nanny / Caregiver name

Signature

Date

Sign both pages as one addendum. Everyone receives a complete copy.

ADDENDUM B / 1 OF 2

Live-in arrangements

Use only when the Nanny lives in the household. Complete both pages and identify this addendum on page 12 of the main agreement. Review local employment and housing requirements before signing. Living in the home does not create continuous availability.

Main agreement date

Addendum effective date

Nanny's full legal name

All employers' full legal names

Private accommodation provided: address, room and facilities

Access to bathroom, kitchen, laundry, storage and other shared facilities

Meals, utilities, internet and other included amenities

Housing value, where disclosure is required

Under this agreement, housing and meals are provided without a deduction from wages. A proposed charge, wage credit or separate housing arrangement requires its own legally reviewed written terms signed by all affected parties.

Caregiver's work schedule: main page 4 applies, with only these additional agreed working periods

Off-duty hours and weekly rest period

The main agreement's weekly overtime promise continues to apply even if a legal live-in exemption would otherwise apply. Required records, breaks and more protective local rules also apply.

★ Name the times when the Nanny is free to make their own plans, with someone else responsible for the children. Being at home does not automatically mean being on duty. Learn more: [DOL hours-worked guidance](#).

ADDENDUM B / 2 OF 2

Live-in privacy and transition

Sleeping period and arrangements for nighttime care

How interruptions and additional work are recorded and paid

Sleep time is not excluded automatically. Any exclusion must meet applicable law and the written arrangement. Record and pay compensable interruptions and other working time.

Private space, entry, guest arrangements and use of shared spaces

The Nanny's private room and belongings will be respected. No monitoring in private living/changing spaces or other prohibited circumstances. Agreed access and guest arrangements remain subject to applicable law.

When employment ends: notice, continued accommodation and move-out arrangements

Housing rights and required procedures continue to apply. Ending employment does not authorize unlawful lockout, removal of belongings or withholding wages. Main employment notice and pay promises continue unless a lawful signed amendment expressly changes them.

Employer 1 name

Signature

Date

Employer 2, if applicable name

Signature

Date

Nanny / Caregiver name

Signature

Date

This addendum changes the position to live-in only as completed here. Both pages and the main agreement form one set of employment terms. Everyone receives a complete copy.

ADDENDUM C / 1 OF 3

Standing travel and overnight terms

Complete and sign these three pages once to agree how travel and overnight work will fit into the role. They apply throughout employment unless changed by a signed amendment. List this addendum on page 12 of the main agreement. Review it together at least annually.

Main agreement date

Addendum effective date

Nanny's full legal name

All employers' full legal names

How does travel fit into this role? Choose one.

☐ Included within the limits agreed below☐ Optional; each trip needs mutual agreement

Minimum advance notice for a trip

Expected number of trips per year

Typical trip length / maximum days away

Domestic / international travel, destinations and any limits

Expected work hours per day / week, including transit

Days off, breaks and rest between shifts; who provides coverage

Responsibilities while traveling

☐ Packing children's belongings☐ Childcare during transit☐ Daytime childcare☐ Evening / dinner-time care

Children included, duty details and other limits, including unavailable dates. Overnight care is addressed on page 7.

★ Picture the journey, early mornings, dinner out and real time off. Who is responsible for the children at each point? [DOL guidance](#) explains when waiting time counts as work.

ADDENDUM C / 2 OF 3

Travel pay, expenses and lodging

The main agreement's hourly rates, weekly overtime promise and guaranteed pay continue. Record and pay all work. Additional travel or overnight premiums do not replace hourly wages or overtime; include them in the regular rate when law requires.

Under this addendum, all required trip transit, including flights, layovers and ground transportation, is paid at the main agreement's rates and counted toward its weekly overtime threshold. This is an agreed benefit even where law requires less. It does not include ordinary commuting or personal excursions.

Additional travel premium: amount and basis (per day / night / trip); write "none" if not agreed

Additional minimum paid hours per travel day / week; main guaranteed pay still applies

Expenses and a comfortable place to stay

The Family covers reasonable trip transportation, baggage, lodging, meals while away, required travel documents and other agreed work expenses. Agree on a workable meal budget, including days off during the trip. The Nanny is not expected to fund the Family's travel costs.

Meal allowance / reimbursement, other agreed expenses and spending limits

Family booking / advance funds, receipts and reimbursement deadline

The Family provides a private bedroom or hotel room. Note lodging needs, privacy, access and any work equipment.

Travel documents, health / travel insurance and any coverage gaps: what the Family will arrange or pay for, and who confirms details

Confirm permission to work at the destination and any required local terms, insurance or documents before travel. The Nanny keeps possession of their identity documents. Main privacy and photo permissions continue.

ADDENDUM C / 3 OF 3

Overnight care and planning each trip

Does this arrangement include overnight care, at home or away? Choose one.

☐ Yes; within the limits below ☐ By agreement each time ☐ No

Usual overnight hours / frequency, sleeping arrangements, limits and who takes over when the Nanny is off duty

Additional overnight premium: amount / basis, or "none"

How nighttime work and interruptions are recorded

An overnight fee does not replace pay for compensable hours. Sleep time is not excluded automatically; any exclusion must meet applicable law and the written arrangement. Record and pay compensable interruptions. Off-duty time requires actual relief from responsibility.

Cancellations, schedule changes or early return: notice, pay and costs

Illness / emergency plan: backup care, medical help, costs and return travel

A simple confirmation before each trip

Confirm dates, destinations, the work schedule, overnight coverage, lodging and emergency contacts together in writing, such as by email, text or a shared itinerary. Keep a copy with this agreement. A new signed addendum is not needed when the trip stays within these standing terms. Confirm recurring overnight dates and coverage in the same way.

Changes to pay, duties, travel limits or other employment terms require a signed amendment. A trip confirmation or app entry does not change those terms. Main guaranteed pay and legally required payments remain due if plans change.

By signing, the Family and Nanny agree to all three pages as part of their employment agreement and intend to be legally bound, subject to applicable law. Main terms continue except where expressly changed here.

Employer 1 name

Signature

Date

Employer 2, if applicable name

Signature

Date

Nanny / Caregiver name

Signature

Date

Every affected employer must sign; use a continuation sheet for additional signatures. Everyone receives a complete copy.

OPTIONAL / EXTRA ROOM FOR AGREED TERMS

Continuation sheet

Use a separate saved file or printed copy for each continuation sheet. Identify the original section and field, keep conditions with the answer, and list each completed sheet on page 12 of the main agreement or in the relevant signed addendum.

Main agreement date

Sheet number / total sheets

Family and Nanny names

Document / page / section / exact field continued

Complete answer, conditions and exceptions

This sheet becomes part of the agreement when identified and accepted by all affected parties. Later changes must identify their effective date and follow the signed-amendment process.

Employer 1 name

Signature

Date

Employer 2, if applicable name

Signature

Date

Nanny / Caregiver name

Signature

Date