



**WEEKLY TIMESHEET:**

To be completed in blue/black pen ONLY, signed by your supervisor and faxed every Monday (fax: 5562 3423).  
 If you have any problem faxing your timesheet, please call Asha on 03 5562 5423.  
 Late timesheets or unsigned timesheets may result in late payments.

A Medical Certificate is required :

- (a) after 2 sick days have been taken in any year of service
- (b) for 2nd sick day in a row including Monday/Friday
- (c) before or after a public holiday.

Not providing a Medical Certificate in any of these situations may result in pay for sick leave being delayed.

**Please complete all shaded areas**

Employee Name:							Host Employer:									
Hours worked							Travel Allow									
Day	Date	Start Time	Lunch Taken eg30mins	Finish Time	ORD HOURS	OVER-TIME x 1.5	OVERTIME x 2.0	Fares Allowance	Travel Time	Excess Kms	Trade School	RDO	Public Holiday	Sick Leave	Annual Leave	Supervisor's Signature
Mon																
Tue																
Wed																Print Supervisors Name
Thu																Employee's Signature
Fri																
Sat																
Sun																Print Employee's Name
<b>Total</b>																

**Please do not adjust Hours Worked for RDO accruals**

**Travel Allowances are payable under relevant award**