



**WEEKLY TIMESHEET:**

To be completed in blue/black pen ONLY, signed by your supervisor and faxed every Monday (fax: 5221 8966).  
 If you have any problem faxing your timesheet, please call Loretta on 03 5221 8933.  
 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**

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

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

**Travel Allowances are payable under relevant award**