



In accordance with Fair Work Australia you are required by law to take a break if you are working a shift longer than 6 hour. This break must start before the sixth hour of your shift. Ensure to notify the client of your break requirements before the sixth hour. Be sure to comply with any safety instructions provided to you by the client. If a safety incident occurs get in contact with either Jason or Billy as soon as possible.

Time sheets MUST be signed and emailed to staff@calibreworkforce.com.au by 5pm each Friday. It is your responsibility to ensure that the client signs your time sheet. Time sheets cannot be processed until signed. Any timesheet received after 5pm on Friday may not be processed until the following week. Time sheets submitted after 9am Monday are processed the following week.

<i>Employee Name:</i>				<i>Venue:</i>			
<i>Week Ending:</i>				<i>Client Name:</i>			
Day:	Date:	Start Shift	Start Break	End Break	End Shift	Total Hours	Client Signature:
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
<i>Employee Signature:</i> <input type="text"/>					<i>Total Hours for Venue:</i>		
<i>Supervisor Signature:</i> <input type="text"/>					<i>Employee comments:</i>		
<i>Print Name:</i> <input type="text"/>							
<i>Supervisor Feedback:</i>				<i>Travel pay will only be considered for employees who have travelled longer than one hour to directly to their location of placement, measured from the Geelong CBD, or from placement to placement.</i> Total hours travelled directly to and from placement (excluding 1 x hour per day):			

For any queries contact us at:
 Ph - 0421 526 326
 E-mail – staff@calibreworkforce.com.au
 Website – www.calibreworkforce.com.au