



Timesheets **MUST** be signed and emailed to [staff@calibreworkforce.com.au](mailto:staff@calibreworkforce.com.au) by **12pm each Monday**. It is your responsibility to ensure that the client signs your time sheet. Timesheets cannot be processed until signed.

Please be advised you must take a 30 minute break if working longer than **6 hours**. Ensure you notify your supervisor of your break requirements before the sixth hour if they haven't already discussed with you.

If you are working in an **Aged Care Site** you must take a 30 minute break if working longer than **5 hours**. Ensure you notify your supervisor of your break requirements before the fifth hour if they haven't already discussed with you.

Be sure to comply with any safety instructions provided to you by the client. If a safety incident occurs get in contact with us as soon as possible, an incident report will need to be completed. Any timesheet received after **5pm on Monday** will not be processed until the following pay cycle.

<b>Employee Name:</b>				<b>Venue:</b>			
<b>Position:</b>				<b>Week ending:</b> ___ / ___ / ___			
	<b>Date:</b>	<b>Shift Start</b>	<b>Break Start</b>	<b>Break End</b>	<b>Shift End</b>	<b>Total Hours</b>	<b>Client Signature:</b>
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<div style="background-color: #e0e0e0; height: 30px; width: 100%;"></div> <b>Employee Signature:</b>				<b>Total Hours Worked:</b>			
<b>Client Feedback:</b>				<i>Travel pay may apply if distance travelled <b>by car</b> direct to the location of placement exceeds 1 hour per way, measured from the Geelong CBD. Travel is paid in time of anything additional than 1 hour of travel each way. Travel is paid at the hourly rate of pay. <b>Please include dates / time and location of travel here.</b></i>			