

## Weekly Timesheet

	Date	Start Time	Finish Time	Start Time	Finish Time	Subtotal Hrs	<i>less Breaks (mins)</i>	Hours to be Paid
Sun	/ /	:	:	:	:	hrs mins	mins	hrs mins
Mon	/ /	:	:	:	:	hrs mins	mins	hrs mins
Tues	/ /	:	:	:	:	hrs mins	mins	hrs mins
Wed	/ /	:	:	:	:	hrs mins	mins	hrs mins
Thurs	/ /	:	:	:	:	hrs mins	mins	hrs mins
Fri	/ /	:	:	:	:	hrs mins	mins	hrs mins
Sat	/ /	:	:	:	:	hrs mins	mins	hrs mins
								hrs mins

**Rest Breaks**

Under 18's Working for more than 4.5hrs - 30 mins break

Over 18's Working for more than 6 hrs - 20 mins break

*Under 18's rest breaks must be taken in one block, during the work period, (not at the end).*

*Over 18's rest breaks do not have to be taken in one go, they can be taken in several shorter breaks, e.g. 10 mins, 15 mins*

**You do not get paid for Rest Breaks, but you must take them in accordance with the above guidance.**

I confirm the hours claimed are true and accurate, and I have taken rest breaks in accordance with the guidance opposite.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

***If your timesheet is not signed or not completed fully, you will not get paid!***