

Name: \_\_\_\_\_

Date of Sheet Start (DD/MM/YYYY): \_\_\_\_\_

Week 1	Date (DD/MM)	Shift 1 Start	Shift 1 End	Total Shift 1	Shift 2 Start	Shift 2 End	Total Shift 2	Initial*
SUN		AM	AM		AM	AM		
		PM	PM		PM	PM		
MON		AM	AM		AM	AM		
		PM	PM		PM	PM		
TUE		AM	AM		AM	AM		
		PM	PM		PM	PM		
WED		AM	AM		AM	AM		
		PM	PM		PM	PM		
THU		AM	AM		AM	AM		
		PM	PM		PM	PM		
FRI		AM	AM		AM	AM		
		PM	PM		PM	PM		
SAT		AM	AM		AM	AM		
		PM	PM		PM	PM		

Timesheet to be submitted WEEKLY to [timesheet@ecocareltd.com](mailto:timesheet@ecocareltd.com)

Week 2	Date (DD/MM)	Shift 1 Start	Shift 1 End	Total Shift 1	Shift 2 Start	Shift 2 End	Total Shift 2	Initial*
SUN		AM	AM		AM	AM		
		PM	PM		PM	PM		
MON		AM	AM		AM	AM		
		PM	PM		PM	PM		
TUE		AM	AM		AM	AM		
		PM	PM		PM	PM		
WED		AM	AM		AM	AM		
		PM	PM		PM	PM		
THU		AM	AM		AM	AM		
		PM	PM		PM	PM		
FRI		AM	AM		AM	AM		
		PM	PM		PM	PM		
SAT		AM	AM		AM	AM		
		PM	PM		PM	PM		

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**Please Note: One 30 min unpaid break MUST be taken within the first 5 hours of a shift, and another if shift to exceed 10 hrs.**

**Example: If you work 9.5 hrs, you are required to take 1x 30 min unpaid break. If you work 10 hrs you are required to take a second 30 min unpaid break.**

\*Initial: By initialling in the space provided, the employee confirms he/she will complete a proper circle check as per the Ecocare Ltd. policies/procedures prior to operating any Ecocare Ltd. equipment and will notify a supervisor immediately if the equipment has any issues or damages. The employee also confirms he/she has been provided proper risk assessment and training specific to the tasks requested and feel competent completing tasks.

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		PM	PM		PM	PM		
MON		AM	AM		AM	AM		
		PM	PM		PM	PM		
TUE		AM	AM		AM	AM		
		PM	PM		PM	PM		
WED		AM	AM		AM	AM		
		PM	PM		PM	PM		
THU		AM	AM		AM	AM		
		PM	PM		PM	PM		
FRI		AM	AM		AM	AM		
		PM	PM		PM	PM		
SAT		AM	AM		AM	AM		
		PM	PM		PM	PM		

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		PM	PM		PM	PM		
MON		AM	AM		AM	AM		
		PM	PM		PM	PM		
TUE		AM	AM		AM	AM		
		PM	PM		PM	PM		
WED		AM	AM		AM	AM		
		PM	PM		PM	PM		
THU		AM	AM		AM	AM		
		PM	PM		PM	PM		
FRI		AM	AM		AM	AM		
		PM	PM		PM	PM		
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