

Week Ending ..... / ..... / 20.....

## APPRENTICE TIMESHEET

Date Faxed \_\_\_/\_\_\_/\_\_\_

Time \_\_\_ am/pm

**Section 1** Apprentice's Name ..... Year: ..... Training College .....

 Host Trainer company ..... **Fax to 02 9749 7765 by 11.00 am each Monday**

EBA HOST YES NO (circle one)

*Variable Rates (Must be completed if special conditions exist only)*
**1 Above award payments** Total number \_\_\_ @ \$..... per hour = \$.....

**2 Site allowance/s** Total number \_\_\_ @ \$..... per hour = \$.....

Site Name .....

**3 Height allowance/s** Total number \_\_\_ @ \$..... per hour = \$.....

**4 Productivity allowance/s** Total number \_\_\_ @ \$..... per hour = \$.....

**5 Travel/ mileage allowance/s** Total number \_\_\_ @ \$..... per kilometre = \$.....

**All apprentices employed by MPAL are paid under the Plumbing and Fire Sprinklers Award 2010.**

**If you have a question on what is or is not payable or any other matter in relation to your employment call your Field Officer on (02) 8789 7050.**

**Section 3** Apprentice Safety Check (circle)

- 1) Do you have any OH&S concerns?..... Yes No
- 2) Have there been any accidents or incidents to report? Yes No
- 3) **If Yes, to either question, phone a Field Officer immediately**

Section 2	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
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Start Time								
Finish Time								
Hours Worked Ordinary								
Hours Worked Overtime 1.5								
Hours Worked Overtime 2.0								
Meal Allowances claimed								
At MPA Training or other RTO College								
RDO (attach MPAL approval form)								
Personal (Sick) /Carer's Leave *								
Public Holidays/Picnic Days* (circle one)								
Jury Duty*/ Compassionate Leave* (circle one)								
On Workers Compensation*								
LWOP / MPAL Office (circle one)								
Fare Allowance								
Annual Leave (attach MPAL approved form)								

**\*Notes: Personal days (Dr's Certificate), Workers Compensation (WorkCover Certificate), Annual Leave (Leave Form), Picnic Day, Bereavement Leave or Jury Duty each needs verification. Leave Without Pay must have prior MPAL approval.**

**Section 4** Have you completed Skills Tracker this week? Yes No (circle your response)

All the above information is correct Apprentice Signature \_\_\_\_\_ / \_\_\_/\_\_\_ I have discussed the above with the Apprentice and authorise

Normal Time	
Overtime 1.5	
Overtime 2.0	
Personal (Sick) /Carer's Leave	
Annual Leave	
Fares Loading	
Tools Loading	
Standard Fares	
Mileage	
Public Holiday	
Public Holiday 2.5	
RTO/College Day	
Bonus Normal Time	
Bonus Overtime 1.5	
Bonus Overtime 2.0	
Bonus Productivity Allowance	
Bonus Height Allowance	
Fares at Bonus Rate	
Sat/Sun Surcharge	
Tool Allowance	
Jury/Compassionate	
Leave Without Pay (LWOP)	
Workers Compensation	
Meal Allowance	
Fares - to MPAL cost	
Tool Allowance - to MPAL cost	
RTO day - to MPAL cost	
Apprentice at the MPAL office	
Paid Leisure Day - Weekend	
RDO Leave	
RDO Accrual	
Tool Allowance Deduction	
PAYG # days	
date entered	checked by

MPAL to pay the Apprentice and Invoice the Host Trainer listed above as per our agreement.

Host Representative \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Timesheets must be sent by

## 11.00 am each Monday

1. Timesheets must be faxed or emailed ([wages@mpal.com.au](mailto:wages@mpal.com.au)) **before** 11am each Monday.
2. It is the responsibility of the Apprentice to forward timesheets to the Master Plumbers Apprentices Limited (MPAL).
3. If the Host Trainer is using an Enterprise Bargaining Agreement to calculate rates of pay, then MPAL must be in receipt of a current copy of the EBA.
4. MPAL is not a signatory to any Enterprise Bargaining Agreement. Apprentices employed by MPAL are paid under the Plumbing and Fire Sprinklers Award 2010.
5. Payment of wages is per the **Plumbing and Fire Sprinklers Award 2010**, unless additional payments are required by an EBA or other instrument.
6. Payment of wages whilst at a Training College is mandatory in the Plumbing Certificate III.
7. Payment of wages whilst attending Occupational Health and Safety Training is mandatory.
8. **Rostered Days off cannot be accumulated** and must be taken within a month of acquisition. An Apprentice shall work or attend training for 40 hrs each week. The Host will credit two hours per week towards RDOs. An RDO is usually taken as a full day, or partial day by agreement with the MPAL Operations Manager. An MPAL Apprentice cannot accrue more than one Rostered Day Off.
9. The Host shall not deduct any hours from the Apprentice's working times, except two hours each week that accrue towards tan RDO.
10. **Payment of Overtime. Time and a half.** Weekdays, the first two hours of overtime is payable at time and a half. Saturday, the first two hours of overtime is payable at time and a half.
11. **Payment of Overtime. Double time** is payable for all hours overtime except for the first two hours during the week. On Saturdays all work performed after midday is paid at double time.
12. **Payment of Overtime Sunday time** is payable for all hours at double time. (*Minimum 4 Hours worked on Sundays*)
13. **Payment of Overtime Double time and a half** is payable for all hours worked on a gazetted Public Holiday.
14. **Personal (Sick) or Carer's leave** shall be paid as normal time. Fares and Travelling does not apply to Personal (Sick) or carers leave days.
15. **Personal (Sick) or Carer's leave** must include a medical certificate for two days or more. If this does not accompany this form, no payment will be made. A parental letter is not acceptable.
16. **Personal (Sick) or Carer's leave.** The Apprentice must contact The Host Trainer and MPAL prior to taking personal leave. If a Training College day is involved they must also contact the Training College.

**17. Personal (Sick) or Carer's Leave.** For absences that do not exceed two days, the Apprentice shall give the Host and then copied to MPAL a letter stating that they were sick, signed by the Parent or Guardian, or in the absence thereof, a medical certificate must be provided.

**18. Annual Leave accrues** at the rate of 20 days per year. Annual Leave must be taken within 6 months of entitlement. An Apprentice who accrues more than 20 days Annual Leave shall be requested to take Annual Leave prior to accruing 25 days. An Apprentice who accrues more than 25 days Annual Leave shall be instructed to take a minimum of 15 days Annual Leave within 3 months.

**19. Gazetted Public Holidays not worked** are payable at normal single time.

**20. Jury Service.** The Apprentice shall be paid the difference between Jury Fees received and their normal time whilst attending Jury Duty. The Apprentice shall provide proof of attendance at Jury Duty and a copy of the Jury payment slip. (*You must also supply copy of the Jury Notice to MPAL*).

**21. Compassionate Leave.** As per the award an employee shall be paid normally for 2 days leave providing the Apprentice can supply adequate documentation of the bereavement.

**22. Compassionate Leave** is payable to relationships as set out in the award. (*You must supply death notice to MPAL*)

**23. Site allowances** are paid by the Host Trainer to the Apprentice as per the Host Trainers individual site.

**24. Unpaid Leave (leave without pay)** is a non-payable amount and the Apprentice will not receive any remuneration.

**25. Meal Allowances.** A meal allowance is payable if an Apprentice is required to work overtime in excess of one and a half hours after their usual finishing time.

**26. Tool Allowance** is payable to all Apprentices. First year Apprentices have their tool allowance paid in kind and no monies are directly paid to the Apprentice. This is deducted from the wages and used to pay the loan of MPAL as payment for the tools issued unless notified in writing to the contrary.

### 27. Entitlement to fares and travelling allowances;

<b>Entitlement to fares and travel allowances</b>	<b>Fares</b>	<b>Travel</b>
Start or finish on the job using own vehicle	Yes	Yes
Start or finish on the job using public transport	Yes	Yes
Start or finish on the job using employer transport	No	Yes
Start or finish at employer workshop	No	No
Annual Leave	No	No
Public Holidays	No	No
Rostered Day off	Yes	Yes
Personal (sick)/ Carer's leave	No	No
College day (paid as per normal day)		

**28.** The Host must record all hours worked, at training or taken as an RDO on timesheets for the Apprentice.

**29.** The Host does not pay annual leave, as MPAL will pay this directly.

**30.** The Host does not pay Workers Compensation leave, as MPAL will pay this directly.

**31. Questions** regarding payable items should be, in the first instance directed to your Host Trainer and then, your MPAL Field Officer.