Monthly Timesheet

Name _____ Month / Year ____

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	Rest Breaks						hrs	mins

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

Name	
Signature	

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

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