



Master Plumbers Apprentices Limited

A.C.N. 050 041 480 ABN 88 050 041 480

Timesheet #

2 Percy Street Auburn NSW 2144 PO Box 351 Auburn NSW 1835 Phone 02 8789 7050 Timesheets must be emailed to: wages@mpal.com.au

Week Ending: Sunday / / 20.....

APPRENTICE TIMESHEET

Date sent ___/___/___

Time sent ___ am/pm

Section 1 Apprentice Name Year..... Training College

Host Trainer Company

Timesheets must be in by 11.00 am each Monday

Are you placed with an EBA HOST? YES NO (circle one)

Variable Rates (to be completed only if special conditions exist)

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 km = \$.....

By signing this, I confirm that the information below is correct.

Apprentice Signature _____ Date ___/___/___

I have discussed the below with the Apprentice and authorise MPAL to pay the Apprentice, invoice the Host Trainer listed as per our agreement and by signing, I confirm the details are correct.

Host Representative _____ Date ___/___/___

Section 3 Apprentice Safety Check (circle)

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

Section 4 Have you completed your Skills Tracker? Yes No (circle)

THIS SECTION IS FOR OFFICE USE ONLY

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	
checked by	
date entered	

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 (Circle which procedure)	In kind or To be paid	In kind or To be paid	In kind or To be paid	In kind or To be paid	In kind or To be paid	Meal Break Taken	Meal Break Taken	
At MPA Training or other RTO College								
RDO (attach MPAL approval form)								
Personal (Sick) /Carer's Leave *								
Public Holidays								
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 (Doctors 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.

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.

Timesheets must be in the MPAL Office

before 11:00 am every Monday

1. Timesheets must be emailed to: wages@mpal.com.au before 11:00am every 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 (EBA) 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 (EBA). Apprentices employed by MPAL are paid under the Plumbing and Fire Sprinklers Award 2010.

5. Payment of wages is in accordance with 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 (RTO) is mandatory in the Plumbing Certificate III.

7. Payment of wages whilst attending Workplace 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 hours each week. The Host will credit two hours per week towards RDOs. An RDO is usually taken as a full day. A partial RDO day is only by agreement with the MPAL Operations Manager and only by an agreement prior to the leave being taken. 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 an 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. (*Minimum 3 Hours pay on Saturdays*)

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.

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 (RTO).

17. **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. Apprentices must avoid taking Annual Leave during training college times.

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

19. **Jury Service.** The apprentice shall (for the first 10 days only) be paid the difference between jury fees received and their normal time pay 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*).

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

21. **Compassionate Leave** is payable to relationships as set out in the National Employment Standard. (*You must supply a death notice to MPAL*)

22. **Site Allowances** are paid by the Host Trainer to the apprentice as per the Host Trainers individual site.

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

24. **Meal Allowance** 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.

25. **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.

26. Entitlement to fares and travelling allowances

Entitlement to fares and travel allowances	Fares	Travel
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)		

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

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

29. The Host does not pay Workers Compensation as MPAL will pay this directly.

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