

Return to Work Time Sheet

Employee Details									
Employee Name			Employee Number			Location			
Position		Faculty/Division/School or Branch							
Email		Phone Ext. or Mobile							
Managers Name		Position		Phone Ext.		Location:			
Summary of notification and approval arrangements for any absences <i>e.g. phoned line manager prior to 8am</i>									

Day	Date	Start Time	Break	Finish time	Hours worked		Paid Sick Leave Hours *	Unpaid Sick Leave Hours	Annual Leave Hours**	Comments
Tues										
Wed										
Thurs										
Fri										
Sat										
Sun										
Mon										
TOTAL										

Employee Signature: _____ Date: _____

Line Manager Name _____ Signature _____ Date _____

- *Utilise [Staff Online](#) to determine your current leave balances.
- **In circumstances where sick leave balance is zero, sick leave will be sick leave unpaid; unless the staff member elects to utilize their Annual Leave. Please note: Annual Leave Balance can only be used when Sick Leave has been exhausted in full (i.e. zero days balance).
- *Sick Leave application must be entered into [Staff Online](#) and be supported by a Statement of Fitness For Work if related to a Workers Compensation Claim or a medical certificate in accordance with the Enterprise Agreement.
- **Timesheet to be submitted on at the end of your usual pay cycle to salaries@cdu.edu.au and er.wc@cdu.edu.au**