

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**	Workers Comp (Unfit)	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 at the end of your usual pay cycle to salaries@cdu.edu.au and er.wc@cdu.edu.au**