

| | |
|--------------|-------------|
| Name: | W/C: |
|--------------|-------------|

| Day | Start Time of Shift | Finish Time of Shift | Working Time | Periods of Availability | Total Shift Time | Breaks/Rest | Holiday/ Sick Days |
|-------|---------------------|----------------------|--------------|-------------------------|------------------|-------------|--------------------|
| Sun | | | | | | | |
| Mon | | | | | | | |
| Tues | | | | | | | |
| Wed | | | | | | | |
| Thurs | | | | | | | |
| Fri | | | | | | | |
| Sat | | | | | | | |

| | | |
|-----------------|-------------------|---------------------------|
| Σ | Σ | Σ |
| Total WT | +Total POA | = Total Shift Time |

FLEXI-STAFF UK LTD
 57 High Street South
 Dunstable
 Beds LU6 3SF
 Telephone: 01582 477553
 Out of Hours Mobile: 07768 390168
 Fax: 01582 471547/673778

| Day | Companies Worked for During the Week Other than Flexi-Staff UK Limited: |
|-------|---|
| Sun | |
| Mon | |
| Tues | |
| Wed | |
| Thurs | |
| Fri | |
| Sat | |

PLEASE SIGN THE DECLARATION WHICH APPLIES TO YOU FOR THIS WEEK:

WORKER DECLARATION 1: Sign this declaration if you have only worked for Flexi-Staff during this week

- 1 I declare I have accurately recorded my time herewith
- 2 I declare I have not been engaged in any work other than for Flexi-Staff UK Limited during this week
- 3 I will notify the employment business immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that Flexi-Staff UK Ltd can manage an accurate record of my weekly Working Time.

SIGNATURE: _____

DATE: _____

WORKER DECLARATION 2: Sign this declaration if you have worked for any other company during this week

- 1 I declare I have accurately recorded my time herewith
- 2 I declare I have been engaged in work in addition to work for Flexi-Staff UK Ltd this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, accordingly I have set out this additional time above so that Flexi-Staff UK Limited can maintain an accurate record of my weekly Working Time.

SIGNATURE: _____

DATE: _____

NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you