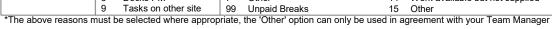


Toftshaw Weekly Worksheet

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Day	<i>i</i>	Are	a	Rea	ason		
1	Sunday	1	Opening	Tim	ne off*	Ave	erage*
2	Monday	2	Recon 1	1	No work available (system)	8	Undertaking indirect work
3	Tuesday	3	Recon 2	2	Computer/scanner down	9	Attending meeting (inc. team talk)
4	Wednesday	4	Jewellery cage	3	Transfer between work areas	10	Training
5	Thursday	5	Retail floor	4	Liaising with TM	11	Undertaking union duties
6	Friday	6	Mezz floor	5	New starter (initial training)	12	No equipment available
7	Saturday	7	Docks AM	6	Housekeeping	13	Undertaking FLT duties
	•	8	Docks PM	7	Other	14	Work available but not supplied
		0	Tacks on other site	00	Unnaid Proaks	15	Other









Toftshaw Weekly Worksheet

Working Day (Productive Work / Time Off / Average / Unpaid Breaks) To (24 hour clock) From (24 hour clock)
HH MM Day Area **Minutes** Reason Allowance Manager Void



