

6.0 WORKPLACE REQUIREMENTS

6.1. Hours of Work

The standard hours of work per day are **specify** hours plus an hour for a lunchbreak.

It is your responsibility to inform your Workplace Manager of any significant variations to your start and finish times or any periods of leave.

The normal spread of working hours are **8.30 am to 5.30 pm**.

6.2. Leave

Leave can only be taken when accrued. Notice as far in advance as possible is requested. Unpaid leave will only be approved at the companies convenience. To find the location of leave forms please refer to **specify**.

6.3. Sick Leave

If you are going to be away sick, please let the Workplace Manager know directly.

Sick Leave forms are available at **specify** and are to be filled out on the first day back to work and forwarded to the Workplace Manager to sign.

A medical certificate is required for more than 2 days sick leave.

A medical certificate is required for days either side of a weekend. For example, if you are sick on Friday, you will need to bring a medical certificate to work on Monday.

6.4. Timesheets

Timesheets must be filled out on a daily basis. At the end of each day, all team members are required to enter in their hours for the day in the relevant timesheet.

Every Monday you need to check your timesheet for the previous week, save any changes, and submit it for approval. You may wish to keep a personal copy of your timesheets and any attached leave forms.

Workplace Managers will file all signed team members timesheets and leave documents centrally on team members personnel files.

Desk Procedures Manual

M Lipman



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Quanser. SRV02 ... SRV02 User Manual This module is designed to mount to a Quanser rotary servo plant (SRV02). The sensor shaft is aligned with the motor shaft. One end of a rigid link is mounted ... SRV02_Rotary Pendulum_User Manual.sxw

The following table describes the typical setup using the complete Quanser solution. It is assumed that the ROTPEN is being used along with an SRV02, UPM and Q8 ... SRV02 Gyroscope User Manual

The Quanser SRV02 and gyroscope system provides a great platform to study gyroscope properties along with control experiments that resemble real-life ... Rotary Servo Base Unit

The Rotary Servo Base Unit is the fundamental element of the Quanser Rotary Control family. It is ideally suited to introduce basic control concepts and ... Control Systems Lab Solutions

Quansers lab equipment for control systems are precise, robust, open architecture solutions for a wide range of teaching and research applications.