

APPRENTICE WEEKLY REPORT for week of: _____

Apprentice name: _____ Date received by inspector: _____

	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	TOTAL
DATE:								
Safety & Sanitation								
Scientific Concepts								
Hair Coloring								
Chemical Hair Relaxing								
Haircuts								
Hairstyling & Preparation								
Permanent Waving								
Nail Technology								
Massage Manipulations								
Esthetics								
Laws & Rules								
Business Practices								
Time Taken								
Time made up								
TOTAL HOURS DAILY								

Both Total columns should add up to 40 hours. If leave or holiday hours are taken, then this will show less than 40.

Weekly Subjects: _____

Apprentice Signature: _____ Date: _____

I certify this time and training to be true and accurate:

Senior Instructor Signature: _____ Date: _____

APPRENTICESHIP POLICY FOR HOLIDAYS AND LEAVE

The law allows the commission to approve breaks in an apprenticeship. Since the Commission realizes that an 18 month or 6 month apprenticeship is a long period, the commission has pre-approved a set amount of leave that may be used. Please note the MAY. The apprentice and instructor do not have to use the leave time and are encouraged to use as little as possible in order to complete the apprenticeship in a timely, efficient manner for all involved. The apprentice and instructor are also encouraged to save this leave to use if you have an emergency.

1. Leave

- A. Leave is used for either sick or vacation days.
- B. Not more than 14 leave days (total 112 hours) may be used during the cosmetology apprenticeship period (18 months).
- C. Not more than 7 leave days (total 56 hours) may be used during the nail apprenticeship period (6 months).
- D. Any apprentice leave must be approved by the senior instructor.
- E. The apprentice receives no credit hours for leave days. These hours must be made up over the apprenticeship. The hours do not have to be made up in the week they are taken.
- F. Leave days must be clearly recorded on the timesheet as a leave day – 0 hours. AND a leave slip must be completed, signed by both apprentice and instructor, and attached to the timesheet.
- G. The instructor must notify the office staff as soon as possible that leave is being taken. The notification must be in writing and in advance if possible.

2. Holiday Leave

- A. Memorial Day, Labor Day, July 4th, Thanksgiving Day, Christmas Day and New Year's Day are allowed holidays. The apprentice receives no credit hours for holidays. These hours must be made up during the apprenticeship period.
- B. Holidays must be clearly recorded on the timesheet as holiday – 0 hours.
- C. The inspector will sign off on the timesheet and send the timesheet to the office.

Remember 3000 hours are required to complete a cosmetology apprenticeship curriculum and 960 hours for a nail technician apprenticeship curriculum.

If a break is needed for an extended period of time due to a traumatic illness, then a written request must be received in advance by the commission and acted upon at a meeting.

APPRENTICE LEAVE REQUEST

Please print:

Name: _____

Type of leave requested: _____
(vacation or sick)

Number of hours requested: _____

Date(s) requested: _____

Apprentice signature: _____ Date: _____

Instructor signature: _____ Date: _____

After approval, this needs to be sent to the supervising inspector who will then forward it to the office. The office staff will attach this form to the correct timesheet after the timesheet is submitted.

*** It is the instructor's responsibility to note the leave or holiday taken on the weekly report under "time taken". ** If the apprentice decides to make the time up, then note the hours under "time made up". Example: Normally the apprentice works M-F. Monday the apprentice was ill so 8 hours goes under the Monday column as "time taken" and then the apprentice worked Saturday to make up the hours so under "time made up" is 8 hours. Example: Tuesday was Thanksgiving so 8 hours goes under the Thursday column with a comment - Thanksgiving. These "taken" hours do not count in the overall total. Only "made up" hours can be counted. "Made up" hours need to be done in the same week that the hours were taken.*