Staff shift schedule template

Business name: _____ **Week (from - to):** _____ **Published on:** _____ **Published by:** _____

Write each shift as start-end and the unpaid break in minutes, for example 8:00-16:30 / 30. Write the paid hours of the day in the h column and add them up in Week. Check the rest time between two shifts and the weekly limits against the rules in your country before you publish the schedule.

Name	Role	Monday	h	Tuesday	h	Wednesday	h	Thursday	h	Friday	h	Saturday	h	Sunday	h	Week (h)
Opening hours																
Staff needed																
Shifts: start-end / break																
Hours per day																

Changes after publishing (date, change, initials):