Weekly Shift Schedule

Fill in the shift codes and coverage targets first, then assign employees. Enter one shift code per day for each employee (for example: A, B, C, OFF, PTO, TRN). Check the coverage summary before posting. Post the schedule at least [14] days before the week begins and send any later changes through the shift change process.

SCHEDULE DETAILS

Location / site

Department / team

Week beginning (first day of workweek)

Week ending

Prepared by

Version

☐ Draft ☐ Posted ☐ Revised after posting

Date posted

SHIFT CODES

Shift A: name, start and end time, unpaid break (e.g. Day 7:00 AM to 3:30 PM, 30 min)

Shift B: name, start and end time, unpaid break

Shift C: name, start and end time, unpaid break

Shift D (split, mid or peak shift, if used)

Other codes in use

☐ OFF = scheduled day off ☐ PTO = approved paid time off ☐ TRN = training ☐ OC = on call

☐ LOA = leave of absence

COVERAGE TARGETS (PEOPLE NEEDED PER SHIFT)

Sunday: A / B / C

Monday: A / B / C

Tuesday: A / B / C

Wednesday: A / B / C

Thursday: A / B / C

Friday: A / B / C

Saturday: A / B / C

Minimum skills or roles required on every shift (e.g. one keyholder, one bilingual agent, one certified forklift operator)

EMPLOYEE 1

Name and role

Shift codes Sun to Sat (e.g. OFF A A A A A OFF)

Total scheduled hours

EMPLOYEE 2

Name and role

Shift codes Sun to Sat

Total scheduled hours

EMPLOYEE 3

Name and role

Shift codes Sun to Sat

Total scheduled hours

EMPLOYEE 4

Name and role

Shift codes Sun to Sat

Total scheduled hours

EMPLOYEE 5

Name and role

Shift codes Sun to Sat

Total scheduled hours

EMPLOYEE 6 (COPY THIS BLOCK FOR EACH ADDITIONAL EMPLOYEE)

Name and role

Shift codes Sun to Sat

Total scheduled hours

COVERAGE AND HOURS CHECK

Shifts below coverage target (day and shift)

Employees scheduled over 40 hours (overtime approved?)

Employees with less than [10] hours between shifts

Total scheduled hours for the team

Budgeted hours for the week

On-call employees and contact numbers

POSTING AND CHANGE RULES

Schedules are posted by [day] for the week starting [number] days later. Requests for time off must be submitted before the schedule is posted. After posting, shift swaps require a completed shift swap request approved by a supervisor, and the swap must not create overtime or a gap in required skills. Changes made by the company after posting will be communicated directly to each affected employee and recorded below. [Add any predictive scheduling notice or premium pay rules that apply at this location.]

CHANGES AFTER POSTING

Change made (employee, day, old shift, new shift)

Reason

☐ Employee-requested swap ☐ Employee absence ☐ Business need ☐ Other

Employee notified on (date and how)

Approved by

Date