**EMPLOYEE SHIFT SCHEDULE**

**MONDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |

**TUESDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |

**WEDNESDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |

**THURSDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |

**FRIDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |

**SATURDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |

**SUNDAY**

|  |  |
| --- | --- |
| **For the week of:** | [Date] |
| **Department name:** | [Name] |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee** | **7:00 AM** | **8:00 AM** | **9:00 AM** | **10:00 AM** | **11:00 AM** | **12:00 PM** | **1:00 PM** | **2:00 PM** | **3:00 PM** | **Sick?** | **Total** |
| **Name 1** | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager | Manager |  | **9** |
| **Name 2** |  | Cashier | Cashier | Cashier | Cashier |  |  |  |  |  | **4** |
| **Name 3** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 4** |  | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk | Front Desk |  |  | **7** |
| **Name 5** |  |  |  |  |  |  |  |  |  | Sick | **0** |