

MONTHLY EMPLOYEE SCHEDULE

COMPANY NAME • MAY 2023

[illegible]

SHIFTS	
1 - Shift 1	8AM - 4PM
2 - Shift 2	4PM - 12AM
3 - Shift 3	12AM - 8AM
CS - Common Shift	10AM - 8PM

ABSENCES			
PTO	Paid Time Off	HO	Home Office
SL	Sick Leave	ML	Maternity Leave
UTO	Unpaid Time Off		
V	Vacation		
CL	Compassionate Leave		

SPECIAL NOTES

An employee schedule template is a calendar that facilitates employee scheduling in a place of work. This work schedule template includes IDs and names of employees and a monthly summary of each employee's shifts.