Employee Schedule

Name of Organization

Week:	20-Apr-14							27-Apr-14							4 May-14							11-May-14						
	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Day Shift	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Name of Employee 1	X		X		X			X		X		X			X		X		X			X		X		X		
Name of Employee 2		X		X		X			X		X		X			X		X		X			X		X		X	
Name of Employee 3	X	X	X					X	X	X					X	X	X					X	X	X				
Name of Employee 4	PTO		X		X	X		PTO	X		X			X	X	PTO		X		X	X		PTO		X		X	X
Name of Employee 5	RO			X			X				RO	RO	RO	RO	RO	RO	RO	RO	RO	RO		X	X				X	

Day Shift Total	2	2	3	2	2	2	1	2	3	2	2	1	1	1	3	2	2	2	1	2	1	3	3	2	2	1	3	1
TOTAL Needed	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
TOTAL Needed to be Filled	3	3	2	3	3	3	4	3	2	3	3	4	4	4	2	3	3	3	4	3	4	2	2	3	3	4	2	4

	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Night Shift	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
Name of Employee 1	X		X		X			X		X		X			X		X		X			X		X		X		
Name of Employee 2		X		X		X			X		X		X			X		X		X			X		X		X	
Name of Employee 3	X	X	X					X	X	X					X	X	X					X	X	X				
Name of Employee 4	PTO		X		X	X		PTO	X		X			X	X	PTO		X		X	X		PTO		X		X	X
Name of Employee 5	RO			X			X				RO	RO	RO	RO	RO	RO	RO	RO	RO	RO		X	X				X	

Night Shift Total	2	2	3	2	2	2	1	2	3	2	2	1	1	1	3	2	2	2	1	2	1	3	3	2	2	1	3	1
TOTAL Needed	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
TOTAL Needed to be Filled	3	3	2	3	3	3	4	3	2	3	3	4	4	4	2	3	3	3	4	3	4	2	2	3	3	4	2	4

Employee Schedule Template © 2014 by Vertex42.com