

Monthly Employee Schedule

Company Name: _____ Month: _____

[illegible]

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

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

Special Notes