

8-Hour 24/7 Shift Schedule Template Example

Date Schedule Begins: MM/DD/YY

This template is designed to provide 24-hour coverage in 8-hour shifts.

Employee	Days 1–7							Days 8–14							Days 15–21							Days 22–28							Hours
Alexandra Mattson	A	A	A		M	A		N	N				A	M	M	M	M		A	M	M		A	A	N	A	A	N	168
Aviv Perez			N	N	N		N	A	A	A				N	N	A	A	A	N		N	A	N	N		N	N		152
Brian Gorman	M	M	M	M		M	A	M		N	M	M	M	A	A				M	A	A	N			A	M	M	M	168
Brooklyn Jansen	N	N		A	A	N	M		M	M	A	A	N			N	N	N		N		M	M	M	M			A	160
Carmen Robertson	A	A	A		M	A		N	N				A	M	M	M	M		A	M	M		A	A	N	A	A	N	168
Hours	208							184							208							216							

Shifts Key

Key	Shift Description
M	Morning / Day Shift (6 AM–2 PM)
A	Afternoon / Evening Shift (2 PM–10 PM)
N	Night Shift (10 PM–6 AM)