MONTHLY EMPLOYEE SCHEDULE

COMPANY NAME • MAY 2023

EMPLOYEE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
100208 John Doe	1	1	1	1	1			2	2	2	2	2			1	1	1	1	1			2	2	2	2	2			1	3	2
100209 Brandon Smith	2	2	2	2	2			V	V	V	V	V			V	V	V	V	V			1	1	1	1	1			2	1	3
100210 Barbara Clooney	3	3	3	3	3			1	1	1	1	1			2	2	2	2	2			3	3	3	3	3			3	2	1

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.

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