SIMPLY RESOURCEFUL / FREE PRINTABLE

Weekly Employee Schedule

Team / location: _____ Week beginning: _____

Total paid hours	Shifts	Coverage gaps
_____	_____	_____

01 / Main record

Employee	Date	Start	End	Break min	Paid hours	Role

02 / Follow-up and planning

Coverage gap	Date / time	Assigned to	Action

03 / Review

Schedule changes _____

Approver _____