

Week 1 of 4

Plan coverage, then review rest, skills and fairness before publishing

SITE _____ TEAM / DEPARTMENT _____ MANAGER _____ WEEK COMMENCING _____

EMPLOYEE	ROLE	SITE	MON _/_/_	TUE _/_/_	WED _/_/_	THU _/_/_	FRI _/_/_	SAT _/_/_	SUN _/_/_	HOURS
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										

SUGGESTED CODES **D** Day **N** Night **E** Early **L** Late **OFF** Rest day **AL** Annual leave **ABS** Absence

WEEKLY REVIEW ☐ Coverage by role ☐ Rest and transitions ☐ Nights and weekends ☐ Leave and absence ☐ Accepted exceptions

PREPARED BY _____ REVIEWED BY _____ PUBLISH DATE _____ VERSION _____ EMPLOYEES NOTIFIED _____

Week 2 of 4

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SITE _____ TEAM / DEPARTMENT _____ MANAGER _____ WEEK COMMENCING _____

EMPLOYEE	ROLE	SITE	MON _/_/_	TUE _/_/_	WED _/_/_	THU _/_/_	FRI _/_/_	SAT _/_/_	SUN _/_/_	HOURS
01										
02										
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Week 3 of 4

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EMPLOYEE	ROLE	SITE	MON _/_/_	TUE _/_/_	WED _/_/_	THU _/_/_	FRI _/_/_	SAT _/_/_	SUN _/_/_	HOURS
01										
02										
03										
04										
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WEEKLY REVIEW ☐ Coverage by role ☐ Rest and transitions ☐ Nights and weekends ☐ Leave and absence ☐ Accepted exceptions

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Week 4 of 4

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EMPLOYEE	ROLE	SITE	MON _/_/_	TUE _/_/_	WED _/_/_	THU _/_/_	FRI _/_/_	SAT _/_/_	SUN _/_/_	HOURS
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