Staff Schedules

Complete the following for each program you mange. Enter all employees' regular schedules and enter "OPEN" for any shifts that are not filled permanently.

Home_____ Manager_____ Cell_____

List consumers_____

_____

Start week 1 on Sunday November 4th and create additional weeks if required

Enter an employee and start time. If the shift ends in 24 hours simply circle the "24". If less than 24 hour enter an end time. Be sure to indicate "AM" and "PM".

If you schedule changes from week to week identify if this schedule is Week 1, 2 or 3. Remember that week 1 starts on Sunday November 4th. This is week _____

Monday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24
Tuesday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24
Wednesday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24
Thursday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24
Friday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24
Saturday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24
Sunday	Employee: Start: End: or 24	Employee: Start: End: or 24	Employee: Start: End: or 24

Sleep shift hours _____ to _____ or none?