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# MONTHLY WORK SCHEDULE

| BUSINESS / DEPARTMENT | MONTH AND YEAR | SCHEDULED BY | POSTED ON |
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| Weekday (S M T W T F S) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Employee (role)** | **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** | **Hours** | **PTO** |
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| **Total hours** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Shift codes: D = day, 7:00 AM to 3:00 PM (8 h) · E = evening, 3:00 PM to 11:00 PM (8 h) · N = night, 11:00 PM to 7:00 AM (8 h) · OFF = scheduled day off (0 h) · PTO = paid time off (8 h, counted in the PTO column). Hours = worked hours only. In Excel each D, E and N counts as 8 hours; change the 8s in the Hours formula if your shifts are longer or shorter.

Minimum per shift _____ Swaps approved by _____