

Monthly Staff Schedule Template – Example

Month	Year	Organization / Department
January	20XX	

Notes

- Olivia Carter: Scheduled for Shift 1 on weekends for additional coverage
- Petrus Nishimura: Consistent night shifts to cover late hours
- Raghu Prakash: UTO scheduled on the 7th and 8th; prefers early shifts
- Romy Bailey: Vacation from the 6th to the 13th, covering day shifts after return
- Sarah Goodwin: PTO on the 4th, 11th, and 25th; primarily handles late shifts

ID	Shift Name	Shift Hours
1	Shift 1	8:00 am – 4:00 pm
2	Shift 2	12:00 pm – 8:00 pm
3	Shift 3	4:00 pm – 12:00 am
4	Shift 4	12:00 am – 8:00 am
5	Shift 5	8:00 am – 12:00 pm
6	Shift 6	10:00 am – 2:00 pm
7	Shift 7	12:00 pm – 4:00 pm
8	Shift 8	4:00 pm – 8:00 pm

ID	Absence Name
PTO	Paid Time Off
V	Vacation Day
SL	Sick Leave
ML	Maternity Leave
PL	Paternity Leave
CL	Compassionate Leave
H	Holiday
UTO	Unpaid Time Off

Employee Name	ID	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
Olivia Carter	100101	H	1	1			1	1	1	1	1			1	1	1	1	1	H		1	1	1	1	1			1	1	1	1	1
Petrus Nishimura	100102	H			3	3	3	3	3			3	3	3	3	3			H	3	3	3	3			3	3	3	3	3		
Raghu Prakash	100103	H			1	1	1	UTO	UTO			1	1	1	1	1			H	1	1	1	1			1	1	1	1	1		
Romy Bailey	100104	H			2	2	V	V	V			V	V	V	2	2			H	2	2	2	2			2	2	2	2	2		
Sarah Goodwin	100105	H			PTO	3	3	3	3			PTO	3	3	3	3			H	3	3	3	3			PTO	3	3	3	3		
Employee 6	100106	H			ML	ML	ML	ML	ML			ML	ML	ML	ML	ML			H	ML	ML	ML	ML			ML	ML	ML	ML	ML		
Employee 7	100107	H	2	2	2	2	2			2	2	2	2	2			2	2	H	2	2			2	2	2	2	2			2	2
Employee 8	100108	H			1	1	1	1	1			1	1	1	V	V			H	V	V	1	1			1	1	1	1	SL		
Employee 9	100109	H	3	3	3			3	3	3	3	3			3	3	3	3	H		3	3	3	3	3			3	3	3	3	3
Employee 10	100110	H			4	4	4	4	4			4	4	4	4	4			H	4	4	4	4			4	4	4	4	4		
Employee 11	100111	H			5	5	5	5	5			5	5	PTO	5	5			H	5	5	5	5			5	5	5	5	5		
Employee 12	100112	H			6	6	6	6	6			6	6	6	6	6			H	6	6	6	6			6	6	6	6	6		
Employee 13	100113	H			7	7	7	7	7			7	7	7	7	7			H	7	7	7	7			7	7	PTO	7	7		
Employee 14	100114	H			8	8	8	8	8			8	8	8	8	8			H	8	8	8	8			8	8	8	8	8		
Employee 15	100115	H			1	PTO	1	1	2			2	3	3	3	3			H	V	V	V	V			3	3	3	3	3		

