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|  |  | MONTHLY EMPLOYEE SCHEDULE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **EMPLOYEE** | **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** |  |
|  | 100208 John Doe | 1 | 1 | 1 | 1 | 1 |  |  | 2 | 2 | 2 | 2 | 2 |  |  | 1 | 1 | 1 | 1 | 1 |  |  | 2 | 2 | 2 | 2 | 2 |  |  | 1 | 3 | 2 |  |
|  | 100209 Brandon Smith | 2 | 2 | 2 | 2 | 2 |  |  | V | V | V | V | V |  |  | V | V | V | V | V |  |  | 1 | 1 | 1 | 1 | 1 |  |  | 2 | 1 | 3 |  |
|  | 100210 Barbara Clooney | 3 | 3 | 3 | 3 | 3 |  |  | 1 | 1 | 1 | 1 | 1 |  |  | 2 | 2 | 2 | 2 | 2 |  |  | 3 | 3 | 3 | 3 | 3 |  |  | 3 | 2 | 1 |  |
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|  | **SHIFTS** | | | | | |  | **ABSENCES** | | | | | | | | | | | | | |  | **SPECIAL NOTES** | | | | | | | | | |  |
|  | 1 - Shift 1 | | 8AM - 4PM | | | |  | PTO | | Paid Time Off | | | | | HO | | Home Office | | | | |  | An employee schedule template is a calendar that facilitates employee scheduling in a place of work. This work schedule template includes IDs and names of employees and a monthly summary of each employee’s shifts. | | | | | | | | | |  |
|  | 2 - Shift 2 | | 4PM - 12AM | | | |  | SL | | Sick Leave | | | | | ML | | Maternity Leave | | | | |  |  |
|  | 3 - Shift 3 | | 12AM - 8AM | | | |  | UTO | | Unpaid Time Off | | | | |  | |  | | | | |  |  |
|  | CS - Common Shift | | 10AM - 8PM | | | |  | V | | Vacation | | | | |  | |  | | | | |  |  |
|  |  | |  | | | |  | CL | | Compassionate Leave | | | | |  | |  | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [**© TemplateLab.com**](https://templatelab.com/) | | | | | | | | | |  |