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|   |   | MONTHLY EMPLOYEE SCHEDULE |   |
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|   |   | COMPANY NAME ● MAY 2023 |   |
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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/) |   |