Monthly Employee Schedule

Company Name: Month:

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

Shifts	
1 - Shift 1	8AM - 4PM
2 - Shift 2	4PM - 12AM
3 - Shift 3	12AM - 8AM
CS - Common Shift	10AM - 8PM

Absence			
PTO	Paid Time Off	HO	Home Office
SL	Sick Leave	ML	Maternity Leave
UTO	Unpaid Time Off		
V	Vacation		
CL	Compassionate Leave		

Special Notes

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