# Monthly staff rota

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Site _____ Month (first day) _____ Rota by _____

White cells: type here. Tinted cells: calculate themselves. Pink: a rule check wants a look.

| Name | Role | Contract hrs (month) | 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 | Paid hrs | +/- contract | Holiday | Sick | Checks |
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| **Front of house** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Bar** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Kitchen** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Staff on** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Paid hours** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Early (E) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Middle (M) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Late (L) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Night (N) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

## Shift codes

| Code | Shift | Start | End | Paid hrs |
|---|---|---|---|---|
| **E** | Early | 08:00 | 16:30 | **8.00** |
| **M** | Middle | 11:30 | 20:00 | **8.00** |
| **L** | Late | 16:30 | 01:00 | **8.00** |
| **N** | Night | 22:30 | 07:00 | **8.00** |
| | | | | |
| | | | | |
| **OFF** | Day off | | | **0.00** |
| **HOL** | Holiday | | | **0.00** |
| **SICK** | Sick | | | **0.00** |

White cells: change times or add your own codes. Paid hours = shift length minus the break in Settings. An empty day counts as off. Want holiday to count towards contract hours? Type the hours of a holiday day next to HOL.

**Pink day: the shift starts less than the minimum rest in Settings (11 hours) after the previous one ended, or it is the 7th working day in a row. Checks counts the pink days per person.**

UK adults: 11 hours rest between working days, plus 24 hours off each week or 48 hours each fortnight (gov.uk/rest-breaks-work).

## Notes for the month