

EMPLOYEE SCHEDULE

MINORS - Under 18

Schedule is not final
until approved by the
Manager.

LOCATION: _____
DEPARTMENT: _____
WEEK OF: ____/____/____ - ____/____/____



Employee Name	Thursday ____/____/____	Friday ____/____/____	Saturday ____/____/____	Sunday ____/____/____	Monday ____/____/____	Tuesday ____/____/____	Wednesday ____/____/____	Total Hours
Work Hours:								
Meal Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Work Hours:								
Break:								
Changes:								
Total Hours								

Any changes to the schedule **MUST** be:
1. Noted in the "changes" box; **AND**
2. Initialed by the employee.

VLE - Voluntary Leave Early GSC - Called Schedule Change V - Vacation H - Holiday Total Hours
SH - Sent Home Involuntary U - Unexcused Absence I - Illness/Injury