

SPLIT SHIFT SCHEDULE

Employee Name: _____

Week Starting: _____

DAY	SHIFT 1 (MORNING/MID)	UNPAID BREAK	SHIFT 2 (AFTERNOON/EVE)	TOTAL HOURS
Monday	IN 08:00 AM	4 Hours	IN 04:00 PM	8.0
	OUT 12:00 PM		OUT 08:00 PM	
Tuesday	IN 08:00 AM	4 Hours	IN 04:00 PM	8.0
	OUT 12:00 PM		OUT 08:00 PM	
Wednesday	IN ---	OFF	IN ---	0.0
	OUT ---		OUT ---	
Thursday	IN 09:00 AM	3 Hours	IN 04:00 PM	8.0
	OUT 01:00 PM		OUT 08:00 PM	
Friday	IN 08:00 AM	4 Hours	IN 04:00 PM	8.0
	OUT 12:00 PM		OUT 08:00 PM	
Saturday	IN 10:00 AM	2 Hours	IN 04:00 PM	8.0
	OUT 02:00 PM		OUT 08:00 PM	
Sunday	IN ---	OFF	IN ---	0.0
	OUT ---		OUT ---	

DAY

SHIFT 1
(MORNING/MID)

UNPAID
BREAK

SHIFT 2
(AFTERNOON/EVE)

TOTAL
HOURS

WEEKLY TOTAL HOURS: 40.0

MANAGER NOTES & APPROVAL:

Employee Signature: _____

Date: _____