**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12209&utm_source=template-word&utm_medium=content&utm_campaign=Monthly+Work+Schedule+Calendar-word-12209&lpa=Monthly+Work+Schedule+Calendar+word+12209)Microsoft Word Monthly   
Work Schedule Calendar Template**

|  |  |
| --- | --- |
| Month / Year | MM/DD/YY |
| Company / Organization | Name |
| Department |  |
| Manager / Supervisor | Name |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **1**  Brent / **M**  Lori / **A**  Morgan / **N** | **2**  Lori / **M**  Marta / **A**  Morgan / **N** | **3**  Employee / Shift | **4**  Employee / Shift | **5**  Employee / Shift | **6**  Employee / Shift | **7**  Employee / Shift |
| **8**  Employee / Shift | **9**  Employee / Shift | **10**  Employee / Shift | **11**  Employee / Shift | **12**  Employee / Shift | **13**  Employee / Shift | **14**  Employee / Shift |
| **15**  Employee / Shift | **16**  Employee / Shift | **17**  Employee / Shift | **18**  Employee / Shift | **19**  Employee / Shift | **20**  Employee / Shift | **21**  Employee / Shift |
| **22**  Employee / Shift | **23**  Employee / Shift | **24**  Employee / Shift | **25**  Employee / Shift | **26**  Employee / Shift | **27**  Employee / Shift | **28**  Employee / Shift |
| **29**  Employee / Shift | **30**  Employee / Shift | **31**  Employee / Shift |  |  |  |  |

Shifts Key

|  |  |
| --- | --- |
| **Key** | **Shift Descriptions** |
| **M** | Morning Shift (9AM – 5PM) |
| **A** | Afternoon Shift (12PM – 8PM) |
| **N** | Night Shift (11PM – 7AM) |

|  |
| --- |
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