**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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