**Microsoft Word Rotating Shift Schedule Template**

|  |  |
| --- | --- |
| Week Beginning | MM/DD/YY |
| Company |  |
| Department |  |

Schedule

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **ID** | **Shift** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **Notes** |
| **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** |
| Name | 002 | **M** |  |  |  |  |  |  |  |  |
|  |  | **N** |  |  |  |  |  |  |  |  |
|  |  | **A** |  |  |  |  |  |  |  |  |
|  |  | **A** |  |  |  |  |  |  |  |  |
|  |  | **M** |  |  |  |  |  |  |  |  |
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Shifts Key

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

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