

Week beginning _____

Day Month Year

Notice to Employees: Know when you are assigned to work. Schedule problems must be given to Store Manager by the Monday before the schedule starts.

NOTE: If you cannot cover your shift due to an emergency or sickness, we need an eight (8) hour notice to get your shift covered. Also, if your replacement doesn't come in, you may have to work a double shift.

Employee's Name	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Employee's Total
In								
Out								Total
Total								Hours
In								
Out								Total
Total								Hours
In								
Out								Total
Total								Hours
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