Staff rota

Week commencing (Monday): **Business:**

Type times as 09:00. Breaks are unpaid minutes. Hours work out automatically, including shifts that finish after midnight.

Name	Role	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Hours this week
		Start	Finish	Break	Start	Finish	Break	Start	Finish	Break	Start	Finish	Break	Start	Finish	Break	Start	Finish	Break	Start	Finish	Break	
Staff on shift																							

Free template from Digimpact, digimpact.co.uk/blog. Check the working time rules at gov.uk before you publish a rota.

How to use this staff rota template

1. Type the Monday date of the week in the Week commencing box.
2. List each person once in the Name column, with their role.
3. For each shift, type the start and finish times as 24-hour times, for example 09:00 and 17:30.
4. Type any unpaid break in minutes. The hours column takes it off automatically.
5. Leave a day blank when someone is not working. Shifts that finish after midnight are counted correctly.
6. Check the Staff on shift row to make sure every day has enough cover.
7. Save a copy for each week, then share it as a PDF or print it in landscape.

UK working time basics (check gov.uk for the full rules)

Adult workers are entitled to a 20-minute rest break if they work more than 6 hours in a day: gov.uk/rest-breaks-work
Adult workers are entitled to 11 hours rest between working days: gov.uk/rest-breaks-work
Most workers cannot be made to work more than 48 hours a week on average: gov.uk/maximum-weekly-working-hours
Workers under 18 have stricter limits on hours and breaks: gov.uk/rest-breaks-work

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