MetronHR

Duty roster for building cleaning

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: E Early, before offices open 05:00–09:00 D Daytime maintenance cleaning 09:00–15:00 EV Evening 17:00–21:00 EE Early and evening 05:00–09:00, 17:00–21:00

Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs

Check before posting: at most ten hours a day (section 3 ArbZG), breaks of 30 or 45 minutes (section 4), eleven hours of rest between two shifts (section 5(1)). The Excel version checks this automatically.

An early and an evening job on the same day: both count towards daily working time, and the eleven hours of rest only start after the evening job. Even an evening until 9 pm and a morning from 5 am leaves only eight hours, so early and evening cannot follow on two days in a row.