MetronHR

Duty roster for care

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: E Early duty 06:00–14:15 L Late duty 13:45–21:30 N Night duty 21:00–06:15 SP Split duty 06:00–10:00, 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.

Section 5(2) ArbZG: in this industry the rest period may drop to ten hours if every shortening is compensated within a calendar month or four weeks by a rest period of at least twelve hours. Anyone using this sets the minimum rest in the Excel version to 10 and plans the compensation as well.

Section 5(3) ArbZG: in hospitals and care facilities, cuts to the rest period caused by call-outs during on-call duty, amounting to no more than half the rest period, may be compensated at other times.