MetronHR

Duty roster for gyms

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: E Front desk early 06:30–14:00 L Front desk late 14:00–22:30 CL Evening class 18:00–21:00 WE Weekend 09:00–17:00

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.

Sundays: work-free in principle (section 9 ArbZG). Section 10(1) no. 7 ArbZG allows work in sport and in leisure, recreation and entertainment facilities, where the work cannot be done on working days. At least 15 Sundays a year stay free, and every Sunday worked brings a replacement rest day within two weeks (section 11 ArbZG).

Section 17 MiLoG: for mini-jobbers, the start, end and duration of daily working time have to be recorded by the end of the seventh calendar day after the working day and kept for two years.

Work on call (section 12 TzBfG): if the timing of working time is not fixed in the contract, it has to be announced at least four days in advance.