MetronHR

Duty roster for hospitality

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: E Early, breakfast and lunch 08:00–16:00 L Late, evening service 16:00–24:00 SP Split shift lunch and evening 11:00–14:30, 17:30–22:00 K Kitchen late 15:00–23:00

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.