MetronHR

Duty roster for hotels

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: E Reception early 06:30–15:00 L Reception late 14:30–23:00 N Night audit 22:30–07:00 HK Housekeeping 08:00–16:30

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.

Night work (section 2(3) to (5), section 6 ArbZG): night time is 11 pm to 6 am, night work any work with more than two hours of it. For night workers, averaging to eight hours within one calendar month or four weeks applies, plus a right to health checks and to a premium or days off.