MetronHR

Duty roster for retail

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: E Early, goods in 07:30–15:30 L Late, until closing 12:30–20:30 A Saturday temp 09:00–14:00

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.

Opening hours on Sundays and public holidays are governed by the shop opening act of the federal state, in Bavaria by the federal Shop Closing Act. Anyone working on a Sunday is entitled to a replacement rest day within two weeks (section 11(3) 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.

If the business has a works council, it has a say on the start and end of daily working time and its distribution across the days of the week (section 87(1) no. 2 BetrVG).