MetronHR

# Duty roster for security services

Week from: _____ Area: _____ Created on: _____

Enter start and end for each day (e.g. 06:00–14:00). Examples: D Day duty 06:00–14:00 L Late duty 14:00–22:00 N Night duty 22:00–06:00 V Event 17:00–01:00

| Employee | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Hrs |
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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.

Shifts beyond ten hours are common in the security trade. By law they are only allowed with a rule under section 7 ArbZG, for example a collective agreement covering standby time. The check in this template still flags them, so nobody overlooks them.

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.