

SHIFT WORK SCHEDULE TEMPLATES



24-48 SHIFT SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	HOURS
1																						168
2																						168
3																						168

PATTERN

- 3-day cycle
- 24-hour shifts
- 1 work day followed by 2 off days

2-3-2 ROTATING WORK SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	HOURS
1	Day	Day			Day	Day	Day			Day	Day				Night	Night			Night	Night	Night			Night	Night				168
2	Night	Night			Night	Night	Night			Night	Night				Day	Day			Day	Day	Day			Day	Day				168
3			Night	Night				Day	Day			Day	Day	Day			Day	Day				Night	Night			Night	Night	Night	168
4			Day	Day				Night	Night			Night	Night	Night			Night	Night				Day	Day			Day	Day	Day	168

PATTERN

- 28-day (4-week) cycle
- 42-hour work weeks
- 2 overtime hours per employee/week

SHIFTS



Day: 6 AM - 6 PM



Night: 6 PM - 6 AM



4-3 (10-HOUR) WORK SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	HOURS
1																						120
2																						120
3																						120
4																						120
5																						120
6																						120

PATTERN

- Four 10-hour first shifts, 3 days off
- Four 10-hour second shifts, 3 days off
- Four 10-hour third shifts, 3 days off

SHIFTS



1st: 7 AM - 5 PM



2nd: 1 PM - 11 PM



3rd: 11 PM - 7 AM



5-2 (8-HOUR) WORK SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	HOURS
1																													168
																													168
																													168
																													168

PATTERN

- 7 first shifts, 2 days off
- 7 second shifts, 2 days off
- 7 third shifts, 3 days off

SHIFTS



1st: 7 AM - 3 PM



2nd: 3 PM - 11 PM



3rd: 11 PM - 7 AM



4 ON, 4 OFF SHIFT SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	HOURS
1	Day	Day	Day	Day	Off	Off	Off	Off	Night	Night	Night	Night	Off	Off	Off	Off	96
2	Night	Night	Night	Night	Off	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	Off	96
3	Off	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	Off	Night	Night	Night	Night	96
4	Off	Off	Off	Off	Night	Night	Night	Night	Off	Off	Off	Off	Day	Day	Day	Day	96

PATTERN

- Four 12-hour day shifts, four days off
- Four 12-hour night shifts, four days off

SHIFTS



Day (12 hours)



Night (12 hours)



3 ON, 3 OFF SHIFT SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	HOURS
1	Day	Day	Day	Off	Off	Off	Night	Night	Night	Off	Off	Off	72
2	Night	Night	Night	Off	Off	Off	Day	Day	Day	Off	Off	Off	72
3	Off	Off	Off	Day	Day	Day	Off	Off	Off	Night	Night	Night	72
4	Off	Off	Off	Night	Night	Night	Off	Off	Off	Day	Day	Day	72

PATTERN

- Three 12-hour day shifts, three days off
- Three 12-hour night shifts, three days off

SHIFTS



Day (12 hours)



Night (12 hours)

THE DUPONT SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	HOURS
1	Day	Day	Day	Day	Off	Off	Off	Day	Day	Day	Off	Day	Day	Day	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	Off	Off	Off	Off	168
2	Day	Day	Day	Off	Day	Day	Day	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	Off	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	168
3	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	Off	Off	Off	Off	Day	Day	Day	Off	Off	Off	Off	Day	Day	Day	Off	Day	Day	Day	168
4	Off	Off	Off	Off	Off	Off	Off	Day	Day	Day	Day	Off	Off	Off	Day	Day	Day	Off	Day	Day	Day	Off	Off	Off	Day	Day	Day	Day	168

PATTERN

- 4 night shifts, 3 days off
- 3 day shifts, 1 day off
- 3 night shifts, 3 days off
- 4 day shifts, 7 days off

SHIFTS



Day: 7 AM - 7 PM



Night: 7 PM - 7 AM



THE 2-2-3 (PANAMA) SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	HOURS
1	Day	Day			Day	Day	Day			Day	Day				Night	Night			Night	Night	Night			Night	Night				168
2	Night	Night			Night	Night	Night			Night	Night				Day	Day			Day	Day	Day			Day	Day				168
3			Night	Night				Day	Day			Day	Day	Day			Day	Day				Night	Night			Night	Night	Night	168
4			Day	Day				Night	Night			Night	Night	Night			Night	Night				Day	Day			Day	Day	Day	168

PATTERN

- 2 days on, 2 days off, 3 days on
- 2 days off, 2 days on, 3 days off

SHIFTS



Day: 7 AM - 7 PM



Night: 7 PM - 7 AM



4-2, 4-3, 4-3 ROTATING SCHEDULE

TEAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	HOURS
1																					120
2																					120
3																					120
4																					120
5																					120

PATTERN

- Four first shifts, two days off
- Four third shifts, three days off
- Four second shifts, three days off

SHIFTS

1st: 11 AM - 9 PM

2nd: 3 PM - 1 AM

3rd: 1 AM - 11 AM

