Inpaspages.com
Free Metal Production Ltd.
C-45, Metal House - II, GK Ind. Area,
Opp. Local Super market, NY, USA

# EMPLOYEE SHIFT SCHEDULE

**Department Name :** Production **Month / Year :** April / 2014

**Section / Unit :** Unit II / PB

## Shift Details

| Shift Code | Shift Timing | Break Time | Shift In-charge | Remarks |
|---|---|---|---|---|
| A | 06:00 AM – 02:00 PM | 10:00 AM – 10:15 AM | | |
| B | 02:00 PM – 10:00 PM | 06:00 PM – 06:15 PM | | |
| C | 10:00 PM – 06:00 AM | 02:00 AM – 02:15 AM | | |

## Employee Shift Setup

| Sr. No. | Employee ID | Employee Name | Designation | Department/Line | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Total Working Days | Leave /Absent | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | E001 | John Smith | Operator | Press Shop | A | B | A | C | B | 24 | 2 | - |
| 2 | E002 | Ravi Kumar | Welder | Fabrication | B | C | B | A | C | 23 | 3 | Medical Leave |
| 3 | E003 | Anita Sharma | Supervisor | Assembly | C | A | C | B | A | 26 | 0 | - |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |

## Additional Information

**Shift Rotation Policy:** _____

**Overtime Rules:** _____

**Weekly Off Allocation:** _____

**Manpower Requirement per Shift:** _____

**Safety & Compliance Notes:** _____

**Special Instructions (Festivals, Shutdowns, Maintenance):** _____

**Prepared By (Shift Planner):** _____ Date: _____

**Reviewed By (HR/Production Head):** _____ Date: _____

**Approved By (Plant Manager):** _____ Date: _____