Worked example - a fictional team. Replace the names and shifts with your own.

Weekly work schedule

Week starting: Monday 16 November 2026 - Riverside Community Cafe

Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
Sam Taylor	9-5	9-5	9-5	Off	9-5	Off	Off	32
Alex Shaw	Off	12-8	12-8	12-8	12-8	10-6	Off	40
Jo Green	9-5	Off	Off	9-5	9-5	10-6	10-4	38
Pat Morgan	12-8	12-8	Off	Off	Off	Off	10-4	22
Ravi Patel	Off	Off	9-5	9-5	Off	10-6	Off	24

Notes (holidays, swaps, cover needed)

Hours are shown before any unpaid breaks. Pat and Ravi swapped Sunday 22/11. Jo is off from 23/11.