**9-DAY FORTNIGHT WORK PATTERN TEMPLATE**

**WEEK ONE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEKDAY | DAY TYPE | START TIME | BREAK DURATION | FINISH TIME | HOURS WORKED | CUMMULATIVE  HOURS |
| SUNDAY | RESTDAY |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |
| SATURDAY | RESTDAY |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEEKDAY | DAY TYPE | START TIME | BREAK DURATION | FINISH TIME | HOURS WORKED | CUMMULATIVE  HOURS |
| SUNDAY | RESTDAY |  |  |  |  |  |
| MONDAY |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |
| SATURDAY | RESTDAY |  |  |  |  |  |

**WEEK TWO**

**SCHOOL DEPARTMENT:**

STAFF NAME: LINE MANAGER NAME:

SIGNATURE: SIGNATURE:

DATE: DATE: