Understanding your work schedule is an important part of any job. Employers use schedules to get work done in the least expensive way.

After you have been hired for a job, it is important to learn the rules of the organization. One major rule of any organization is to keep the work schedule that tells you when to report to work. It is best to arrive at least 5 to 15 minutes ahead of schedule. This will show that you are reliable and eager to begin your workday.

You are usually taught how to read a work schedule when you start to work. In some cases, you may be required to work a split shift that requires working several hours followed by more than an hour break. Then you would return to work for several more hours. For example, you may work from 6 a.m. to 10 a.m. then leave and return at 5 p.m. and work until 9 p.m.

There are two kinds of work schedules—one kind tells you when you have to work and the other tells you what to do as well as when to do it.

Below is an example of a work schedule that tells you when and what you have to do.

**The Burger Bar Work Schedule**

<table>
<thead>
<tr>
<th>NAME</th>
<th>July 21–28</th>
<th>Shift: 4 p.m.–Midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Cook 1</td>
<td>Deep Fry Area</td>
<td>Bread Area</td>
</tr>
<tr>
<td>Kathy Cook 2</td>
<td>Grill Area</td>
<td>Salad Area</td>
</tr>
<tr>
<td>John Cook 2</td>
<td>Bread Area</td>
<td>Grill Area</td>
</tr>
<tr>
<td>Mary Cook 1</td>
<td>Salad Area</td>
<td>Deep Fry Area</td>
</tr>
<tr>
<td>Jill Cashier</td>
<td>Front Counter</td>
<td>Thru Counter</td>
</tr>
<tr>
<td>Joey Cashier</td>
<td>Drive Counter</td>
<td>Thru Counter</td>
</tr>
</tbody>
</table>

Test how well you were able to read this work schedule by answering the following questions. (Answers on back page.)

1. What week is this work schedule for? ___________________
2. What shift does Joey have? What days? ________________
3. Is Jill a cashier? (Yes/No) ______________________________
4. What does Jill do on Monday and Tuesday? _____________
5. When does Mary work in the bread area? ______________
6. Who works the drive-thru on Wednesday? ______________
7. Who works in the deep fry area on Friday? ______________
8. How many days does John work in the grill area? Which days? ________________________________
9. Who works Tuesday, Thursday, and Friday? ____________

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Below is an example of a work schedule that tells you when you have to work. John, Joyce, Jessie, and Mary are full-time employees, and Jan is a part-time employee. Each employee is required to report to work 30 minutes before each shift. This will cover lunch breaks. Most jobs require the employee to come in early or to stay late to take care of time spent for meals.

### Fran’s Beauty Shop
**Work Schedule - August 21-26**

<table>
<thead>
<tr>
<th></th>
<th>Day Shift</th>
<th>Midday Shift</th>
<th>Evening Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 a.m. - 5 p.m.</td>
<td>11 a.m.-7 p.m.</td>
<td>12 p.m. - 8 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>John</td>
<td>Jessie</td>
<td>Mary</td>
</tr>
<tr>
<td>Tuesday</td>
<td>John, Jessie</td>
<td>Joyce</td>
<td>Mary</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Joyce, Mary</td>
<td>John</td>
<td>Jan</td>
</tr>
<tr>
<td>Thursday</td>
<td>Jessie, Joyce</td>
<td>Jan</td>
<td>Mary</td>
</tr>
<tr>
<td>Friday</td>
<td>Jan, Jessie</td>
<td>Joyce</td>
<td>John</td>
</tr>
<tr>
<td>Saturday</td>
<td>Mary, Joyce</td>
<td>John</td>
<td>Jessie</td>
</tr>
</tbody>
</table>

Check how well you could read this schedule by answering these questions. (Answers on back page.)

1. What week is this work schedule for? _________________________
2. Who works from 12 p.m. to 8 p.m. on Thursday? _____________
3. Does any worker work two shifts in a row? (Yes/No) _________
4. What shift does Jessie work on Thursday? __________________
5. What shift does Mary work on Friday? ________________________
6. What day is John off? _____________________________________
7. How many days does Jan work? How many hours? ____________
8. How many days does Jessie work the day shift? ____________

Which days are they?_________________________________________
There are many different types of work schedules. The example at right is of a “shift work” schedule.

Your work schedule contains important information and tells you what work you are expected to do. Here are some helpful ideas for being successful in following your work schedule.

- Always write down your schedule after it is posted.
- Look at the work schedule daily for any changes.
- If you need to be off on a certain day, let your supervisor know at least two weeks ahead of time.
- If you cannot go to work for some reason, call your supervisor at least 4 hours before you are scheduled to work so he or she can find a replacement for you. Don’t have a friend, spouse, or parent call and lie for you. Make the call yourself if you are able.

The work schedule is an important part of any job. Keep a marked calendar at home to remind you and your family of your work time. Know your work schedule and be on time.

**References**


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**Jetson Chemical Plant**

**Work Schedule June 1-14**

Shift: 7 a.m. to 3 p.m.

<table>
<thead>
<tr>
<th>WEEK I</th>
<th>M</th>
<th>TUE</th>
<th>W</th>
<th>TH</th>
<th>F</th>
<th>SA</th>
<th>SU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker 1</td>
<td>off</td>
<td>Arnold</td>
<td>Arnold</td>
<td>Arnold</td>
<td>Arnold</td>
<td>Arnold</td>
<td>off</td>
</tr>
<tr>
<td>Worker 2</td>
<td>Matthew</td>
<td>off</td>
<td>off</td>
<td>off</td>
<td>off</td>
<td>Matthew</td>
<td>Matthew</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK II</th>
<th>M</th>
<th>TUE</th>
<th>W</th>
<th>TH</th>
<th>F</th>
<th>SA</th>
<th>SU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker 1</td>
<td>off</td>
<td>off</td>
<td>off</td>
<td>Arnold</td>
<td>Arnold</td>
<td>Arnold</td>
<td>Arnold</td>
</tr>
<tr>
<td>Worker 2</td>
<td>Matthew</td>
<td>Matthew</td>
<td>Matthew</td>
<td>off</td>
<td>off</td>
<td>Matthew</td>
<td>Matthew</td>
</tr>
</tbody>
</table>

These materials were developed by Dorothy Taylor and Jeffrey J. Guidry of the Texas Agricultural Extension Service with a grant provided by Mississippi State University—Southern Rural Development Center.
Answers:

The Burger Bar Work Schedule
1. July 21–28
2. 4 p.m.–midnight; M, TU, W, TH, F, SA
3. Yes
4. Front Counter/Drive Thru
5. Wednesday
6. Joey
7. Kathy
8. 2; Tuesday, Friday
9. Everybody

Fran’s Beauty Shop Work Schedule
1. August 21–26
2. Mary
3. No, unless you count the next day
4. 9 a.m.–5 p.m.
5. None
6. Thursday
7. 3; Wednesday 8 hours, Thursday 8 hours, Friday 8 hours
8. 3; Tuesday, Thursday, Friday

Adapted for use in Alabama by Carol Centrallo, Extension Apparel and Textile Management Specialist, Associate Professor, Consumer Affairs, Auburn University

For more information, call your county Extension office. Look in your telephone directory under your county’s name to find the number.