



Heyshift | 10-Hour Shift Schedule Template

Shift scheduling built for USA teams.

Week of: _____ Location / Site: _____ Schedule Manager: _____

<https://heyshift.io/templates/10-hour-shift-schedule-template>

Employee	Department	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	OT	Notes
Alex Rivera	Production	4x10 Mon-Thu	10h	10h	10h	10h	Off	Off	Off	40	0	P. Diaz · 4-day weekend Fri...
Jordan Lee	Med-Surg	4x10 Tue-Fri	Off	10h	10h	10h	10h	Off	Off	40	0	M. Torres · Clinical suppor...
Sam Park	Construction	4x10 Wed-Sat	Off	Off	10h	10h	10h	10h	Off	40	0	R. Kim · Site B rotation
Nina Ortiz	Fulfillment	Fixed Day 4x10	10h	10h	10h	10h	Off	Off	Off	40	0	S. Patel · Inbound wave lead
Chris Bell	Utilities	4x10 Tue-Fri ...	Off	10h	10h	10h	10h	Off	Off	40	0	K. Walsh · Evening maintena...
Taylor Kim	Service	Rotating 4x10	10h	10h	10h	10h	Off	Off	Off	40	0	L. Nguyen · Route pool A