# ROSTER TEMPLATE

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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Name of Organisation: **[INSERT ORGANISATION NAME]** Section or Department: **[IF APPLICABLE]** Roster for the week beginning: **[INSERT DATE]**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total Hours |
| **Employee 1** | Start Time |  |  |  |  |  |  |  |  |
| Unpaid Break |  |  |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |  |  |
| Hours |  |  |  |  |  |  |  |  |
| **Employee 2** | Start Time |  |  |  |  |  |  |  |  |
| Unpaid Break |  |  |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |  |  |
| Hours |  |  |  |  |  |  |  |  |
| **Employee 3** | Start Time |  |  |  |  |  |  |  |  |
| Unpaid Break |  |  |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |  |  |
| Hours |  |  |  |  |  |  |  |  |
| **Employee 4** | Start Time |  |  |  |  |  |  |  |  |
| Unpaid Break |  |  |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |  |  |
| Hours |  |  |  |  |  |  |  |  |
| **Employee 5** | Start Time |  |  |  |  |  |  |  |  |
| Unpaid Break |  |  |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |  |  |
| Hours |  |  |  |  |  |  |  |  |
| **Employee 6** | Start Time |  |  |  |  |  |  |  |  |
| Unpaid Break |  |  |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |  |  |
| Hours |  |  |  |  |  |  |  |  |