

Staff Break Schedule Template – Example

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| Department Name | Date | Supervisor |
|--------------------------|--------------------------|-----------------|
| Research and Development | Tuesday, January 2, 20XX | Tamika Marshall |

| Employee Name | ID | Role | Breaks | 15 min | 30 min | 15 min | ← Length of Break in Minutes if applicable |
|-------------------|-------|------------|--------|----------|----------|---------|-----------------------------------------------------------------------------|
| | | | | Break 1 | Break 2 | Break 3 | Notes |
| Alexandra Mattson | E1001 | Lab Tech 1 | Start | 10:00 AM | 12:00 PM | 2:45 PM | |
| | | | End | 10:15 AM | 1:30 PM | 3:00 PM | |
| Aviv Perez | E1002 | Lab Tech 2 | Start | | 12:00 PM | | Extended midday break to attend appointment; no morning or afternoon breaks |
| | | | End | | 1:00 PM | | |
| Brian Gorman | E1003 | Lab Tech 3 | Start | 10:30 AM | 1:15 PM | 3:30 PM | |
| | | | End | 10:45 AM | 1:45 PM | 3:45 PM | |
| Makara McLean | E1004 | Research 3 | Start | 10:00 AM | 12:00 PM | 2:45 PM | |
| | | | End | 10:15 AM | 1:30 PM | 3:00 PM | |
| Carmen Robertson | E1005 | Research 2 | Start | 10:45 AM | 1:00 PM | 3:30 PM | |
| | | | End | 11:00 AM | 1:30 PM | 3:45 PM | |
| Jason Desjardins | E1006 | Research 1 | Start | 10:00 AM | | | Half Day; no midday or afternoon breaks |
| | | | End | 10:15 AM | | | |
| Emp 7 | E1007 | Engineer 1 | Start | | | | |
| | | | End | | | | |
| Emp 8 | E1008 | Engineer 1 | Start | | | | |
| | | | End | | | | |
| Emp 9 | E1009 | Engineer 2 | Start | | | | |
| | | | End | | | | |

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|---------------|----|------|--------|---------|---------|---------|-------|
| | | | | Break 1 | Break 2 | Break 3 | |
| | | | Start | | | | |
| | | | End | | | | |
| | | | Start | | | | |
| | | | End | | | | |
| | | | Start | | | | |
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| | | | End | | | | |
| | | | Start | | | | |
| | | | End | | | | |
| | | | Start | | | | |
| | | | End | | | | |
| | | | Start | | | | |
| | | | End | | | | |

← Length of Break in Minutes
if applicable

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