**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12239&utm_source=template-word&utm_medium=content&utm_campaign=Staff+Break+Schedule-word-12239&lpa=Staff+Break+Schedule+word+12239)Staff Break Schedule Template – Example**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | 15 min | 30 min | 15 min | <–– Length of Break in Minutes  *if applicable* |
| Employee Name | ID | Role | Breaks | 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 |  |  |  |

Staff Break Schedule Template

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| --- | --- | --- |
| Department Name | Date | Supervisor |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | <–– Length of Break in Minutes  *if applicable* |
| Employee Name | ID | Role | Breaks | Break 1 | Break 2 | Break 3 | Notes |
|  |  |  | Start |  |  |  |  |
| End |  |  |  |
|  |  |  | Start |  |  |  |  |
| End |  |  |  |
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|  |  |  | Start |  |  |  |  |
| End |  |  |  |

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