WEEKLY STAFF ROTA

Type start and finish times (hh:mm) and the unpaid break in minutes. Checks flag a break under 20 minutes when working time is over 6 hours, under 11 hours' rest between days and over 48 hours in the week (adult workers, GB and NI).

Week commencing	23/11/2026

Name		Mon 23/11	Tue 24/11	Wed 25/11	Thu 26/11	Fri 27/11	Sat 28/11	Sun 29/11	Week
Amy Patel	Start	08:00	08:00	08:00	08:00	08:00			
	Finish	16:30	16:30	16:30	16:30	16:30			
	Break (min)	30	30	30	30	30			
	Hours	**8.00**	**8.00**	**8.00**	**8.00**	**8.00**			**40.00**
	Check	OK	OK	OK	OK	OK			OK
Ben Clarke	Start	14:00	14:00	07:00		12:00	10:00		
	Finish	22:00	22:00	15:00		20:00	18:00		
	Break (min)	30	30	30		30	30		
	Hours	**7.50**	**7.50**	**7.50**		**7.50**	**7.50**		**37.50**
	Check	OK	OK	Rest 9.0h<11h		OK	OK		OK
Chloe Evans	Start	07:00		07:00	07:00		08:00		
	Finish	14:00		14:00	14:00		12:00		
	Break (min)	15		20	20		0		
	Hours	**6.75**		**6.67**	**6.67**		**4.00**		**24.08**
	Check	Break<20m		OK	OK		OK		OK
Dan Hughes	Start		09:00	09:00	09:00	09:00	09:00		
	Finish		17:30	17:30	17:30	17:30	17:30		
	Break (min)		30	30	30	30	30		
	Hours		**8.00**	**8.00**	**8.00**	**8.00**	**8.00**		**40.00**
	Check		OK	OK	OK	OK	OK		OK
Team hours this week									**141.58**
Checks flagged									**2**

The 20-minute break is taken in one go during the day, not at the start or end. Weekly hours over 48 are a prompt to check the 17-week average and any written opt-out. Under-18s: 30 minutes after 4.5 hours, 12 hours' daily rest, 8 hours a day and 40 a week. Rest before Monday is not checked. Keep working time records for 2 years (WTR 1998 reg 9).

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