# Roster template

## Who can use this template?

Employers can use this template to record employees rostered hours of work.

## When and how can I use this template?

This template can be used as a guide when creating rosters for your workplace.

**Check your award or agreement to ensure you are adhering to rostering, hours of work and break requirements.** For example, notification of rosters, changing rosters, minimum shift lengths, span of hours, breaks between shifts, and meal and rest breaks.

[Find your award](https://www.fairwork.gov.au/awards) at fairwork.gov.au/awards

[Find out more on agreements](http://www.fairwork.gov.au/agreements) at fairwork.gov.au/agreements

For more information on [hours of work, breaks and rosters](http://www.fairwork.gov.au/hoursofwork), visit fairwork.gov.au/hoursofwork

* **IMPORTANT**

Make sure you’re using the latest version of this template letter by [downloading the most up-to-date version](http://www.fairwork.gov.au/templates) from fairwork.gov.au/templates

This template letter has been colour coded to assist you to complete it accurately. You simply need to replace the **red < > writing** with the information relevant to your award or agreement.

ROSTER TEMPLATE

<Print on your business letterhead if required>

Week beginning: ……./……./……..

|  |  |  |  |
| --- | --- | --- | --- |
| Award/Agreement title:<insert Award or Agreement title> | Minimum shift length (part-time): <00> hoursMinimum shift length (casual): <00> hours | Maximum hours of work without a meal break: <00> hours  | Other break entitlements: <insert details, e.g. 10 minutes paid rest break before and after lunch> |
| ALL STAFF NOTE: You must take your break as rostered below. Ensure you have at least **<insert>** minutes off if working more than **<insert>** hours. |
| Employee’s name |  |  |  |  |  |  |
| Monday:…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Tuesday:.…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Wednesday:.…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Thursday:.…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Friday:.…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Saturday:.…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |
| Sunday:.…./…./….. | Start |  |  |  |  |  |  |
| Meal break |  |  |  |  |  |  |
| Finish |  |  |  |  |  |  |