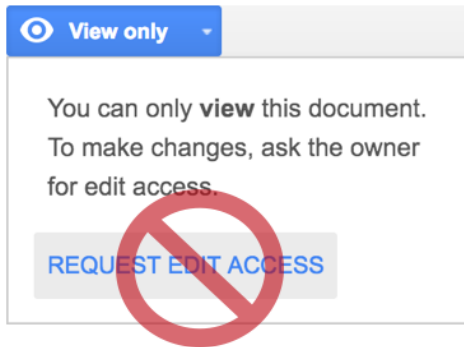


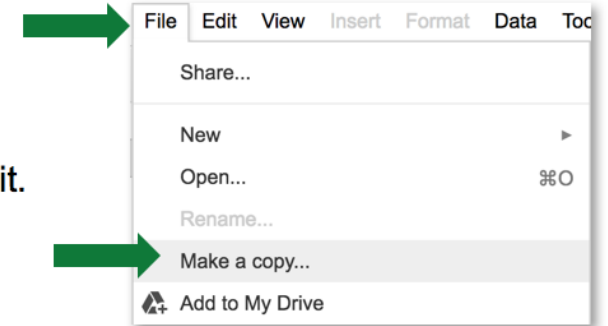


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Staff Break Schedule Template – Example

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Staff Break Schedule Template – Example

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	
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				
Emp 10	E1010	Engineer 3	Start				
			End				

Staff Break Schedule Template – Example

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				

Staff Break Schedule Template

Department Name	Date	Supervisor

[illegible]

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