

## Rota Template & Guidance for Completion

**Guidance for using the Rota Template (on the 2nd tab of this workbook, below)**

- Select your employment type
- Enter your collar number, name and the rota length in weeks
- Enter your shifts in hours and minutes (e.g. quarter past 10 would be entered as 10:15), rather than hours and decimal, using the 24 hour clock
- You need to use a colon in between the hour and the minutes
- Enter the standard break length for each shift in hours and minutes (hh:mm)
  - 6 hours or less per day - **break optional**
  - More then 6 hours but less than 7 - **35 min break**
  - 7 hours or more, but less then 8 - **40 min break**
  - 8 hours or more, but less then 9 - **45 min break**
  - 9 hours or more, but less then 10 - **50 min break**
  - 10 hours or more - **1 hour break**
- Enter Rest Days as RD and Free Days as FD

**Example of how to use the Rota Template:**

[illegible]

If you have any technical difficulties using the template, please contact the HR Transactional Team at HQ on 410381 or 410383.

[illegible]