|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee ID Number** |  |
| **Department Name / Number** | OAS |
| **Date** |  |
| **Director/Delegate Signature** |  |
| **Schedule Start Date** |  |
| **Rotation Week at Start Date** |  |

Select a Shift Type and week that corresponds to Schedule Start Date:

**OAS Schedule Rotation**

**OAS Shlt ADPT Rot#**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| **A** |  | **X** | **X** | **8** | **8** | **8** | **8** | **8** |
| **B** |  | **8** | **8** | **X** | **X** | **8** | **8** | **8** |
| **C** |  | **8** | **8** | **8** | **X** | **X** | **8** | **8** |
| **D** |  | **8** | **8** | **8** | **8** | **8** | **X** | **X** |
| **E** |  | **8** | **X** | **X** | **8** | **8** | **8** | **8** |

**“8” indicates hours per day.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Group / Pattern / Shift Name** | **Sun Wk** | **Mon Wk** | **Tue Wk** | **Wed Wk** | **Thu Wk** | **Fri Wk** | **Sat Wk** |
| OAS Shlt ADPT Rot#A TWTFSa 8hr | X | X | 1100-1900 | 0930-1730 | 1100-1900 | 1100-1900 | 0930-1730 |
| OAS Shlt ADPT Rot#B SMThFSa 8hr | 0930-1730 | 1100-1900 | X | X | 1100-1900 | 1100-1900 | 0930-1730 |
| OAS Shlt ADPT Rot#C SMTFSa 8hr | 0930-1730 | 1100-1900 | 1100-1900 | X | X | 1100-1900 | 0930-1730 |
| OAS Shlt ADPT Rot#D SMTWTh 8hr | 0930-1730 | 1100-1900 | 1100-1900 | 0930-1730 | 1100-1900 | X | X |
| OAS Shlt ADPT Rot#E SWThFSa 8hr | 0930-1730 | X | X | 0930-1730 | 1100-1900 | 1100-1900 | 0930-1730 |

***NOTE:***

Each Shift Rotation spans for 91 Days (13 Weeks) followed by next shift rotation gets assigned.

|  |
| --- |
| **First Date of Rotation** |
| 7/5/2020 |
| 10/4/2020 |
| 1/3/2021 |
| 4/4/2021 |
| 7/4/2021 |

For MCtime Functional Team Only

**Processed By: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ Notified: \_\_\_\_\_\_\_\_ Reviewed By: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**