Weekly schedule

Free template from klokka.se

Business _____ **Week** _____ **From** _____

Made by _____ **Last changed** _____ **To** _____

Person	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Week hours
	Start	Hours	Start	Hours	Start	Hours	Start	Hours	Start	Hours	Start	Hours	Start	Hours	
	Place		Place		Place		Place		Place		Place		Place		
Hours per day															

Type the start as 07:00 and the hours as 8 or 7.5. Leave the day empty when someone is off.

Daily rest: at least 11 consecutive hours in every 24 (Swedish Working Hours Act, section 13). Weekly rest: at least 36 consecutive hours in every 7 days (section 14). Changes to when working time is placed must normally be announced at least two weeks ahead (section 12). Collective agreements may have other rules.

Weekly schedule

Free template from klokka.se

Business The Example Bakery **Week** 46 **From** 2026-11-09

Made by Nora **Last changed** 2026-11-02 **To** 2026-11-15

Person	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Week hours
	Start	Hours	Start	Hours	Start	Hours	Start	Hours	Start	Hours	Start	Hours	Start	Hours	
	Place		Place		Place		Place		Place		Place		Place		
Lina	06:00	8	06:00	8	06:00	8	06:00	8	06:00	8					**40**
	Shop		Shop		Shop		Shop		Shop						
Jonas	10:00	5			10:00	5			10:00	5					**15**
	Shop				Shop				Shop						
Ella											08:00	7	08:00	7	**14**
											Shop		Shop		
Mehdi							16:00	5	16:00	5					**10**
							Till		Till						
Hours per day	**13**		**8**		**13**		**13**		**18**		**7**		**7**		**79**

Example: an invented bakery, week 46 of 2026, 79 hours.

Daily rest: at least 11 consecutive hours in every 24 (Swedish Working Hours Act, section 13). Weekly rest: at least 36 consecutive hours in every 7 days (section 14). Changes to when working time is placed must normally be announced at least two weeks ahead (section 12). Collective agreements may have other rules.