



## WEEKLY DUTY LOG & TIME SHEET

CARE WORKER:	Week Ending:
--------------	--------------

Complete each box below with the start and finish times of duties, together with a summary of hours worked in brackets

DAY	Date	Early / Breakfast	Morning	Lunch	Afternoon	Teatime	Evening	Night	EXTRA HOURS	TOTAL
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
<b>WEEKLY TOTAL</b>										

Notes:

Signature of Care Worker: \_\_\_\_\_ Date: \_\_\_\_\_