



Heyshift | 4-On 4-Off Shift Schedule Template

Shift scheduling built for USA teams.

Week of: _____ Facility / Site: _____ Schedule Manager: _____ Cycle Block: Work Days 1-4 / Off Days 5-8

<https://heyshift.io/templates/4-on-4-off-shift-schedule-template>

Employee	Team	Pattern	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	OT	Notes
Sarah Chen	Team A	4-On 4-Off	7a-7p	7a-7p	7a-7p	7a-7p	Off	Off	Off	48	8	Day · Work Days 1-4 · M. Torres · Day block, four consecutive shifts
John Martinez	Team B	4-On 4-Off	Off	Off	Off	Off	7a-7p	7a-7p	7a-7p	36	0	Day · Work Days 1-4 · P. Diaz · Fourth work day falls on next Mon
Maria Lopez	Team C	4-On 4-Off	7p-7a	7p-7a	7p-7a	7p-7a	Off	Off	Off	48	8	Night · Work Days 1-4 · K. Walsh · Night block Mon-Thu
James Wilson	Team D	4-On 4-Off	Off	Off	Off	Off	6p-6a	6p-6a	6p-6a	36	0	Night · Off Days 5-8 · R. Kim · Off block, returns Fri
Aisha Patel	Team A	4-On 4-Off	6a-6p	6a-6p	6a-6p	6a-6p	Off	Off	Off	48	8	Day · Work Days 1-4 · L. Nguyen · EMS 12-hour 4-on block
Carlos Mendez	Team B	4-On 4-Off	Off	Off	Off	Off	6a-6p	6a-6p	6a-6p	36	0	Day · Work Days 1-4 · T. Brooks · Remote site rotation