

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										
SUNDAY										

WEEKLY TOTAL →→→

Notes:

Signature of Care Worker: _____ Date: _____