

WORKING PATTERN TEMPLATE**Non-Teaching staff****PERSONAL DETAILS/EXISTING POSITION DETAILS (MUST BE COMPLETED IN ALL CASES)**

Directorate: Adult and Community Services		Establishment / Team / School / Club: AMHP Service	
District / School No:			
Title: Please Select	Forename: Days weeks 11-12	Surname:	
Pay Reference Number: <i>Pay Reference No. can be found via the employment information on Oracle Management Self Service (MSS)</i>			
Effective Date:	Position Title:	Position Number:	

SHIFT / NIGHTS / WEEKEND ENHANCEMENT – START / END**Please complete the working pattern below and indicate the allowance to be paid:**Weekend enhancement ☐ Shift Allowance ☐ Night Enhancement ☐

		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Week 1	Times worked (Duty 1)		08:00 to 18:00	08:00 to 18:00	08:00 to 18:00				
	Times worked (Duty 2)								
	Hrs/Mins worked		9h 30m	9h 30m	9h 30m				28h 30m
Week 2	Times worked (Duty 1)	08:00 to 20:00	08:00 to 20:00			10:00 to 20:00	10:00 to 20:00	10:00 to 20:00	
	Times worked (Duty 2)								
	Hrs/Mins worked	11h 15m	11h 15m			9h 30m	9h 30m	9h 30m	51h
Week 3	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								
Week 4	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								
Week 5	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								
Week 6	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								

		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Week 7	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								
Week 8	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								
Week 9	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								
Week 10	Times worked (Duty 1)								
	Times worked (Duty 2)								
	Hrs/Mins worked								

Authorised:

Designation: **Line Manager**

Date:

Contact Telephone Number:

Email Address: