Security guard rota: week sheet

COREDINATE by nomadia

Free template from COREDINATE. One line per officer, one cell per day. Write the shift code, or start and end time.

SITE / POST _____ WEEK COMMENCING _____ PREPARED BY _____ APPROVED BY _____

Officer / licence no.	Mon date _____	Tue date _____	Wed date _____	Thu date _____	Fri date _____	Sat date _____	Sun date _____	Hours
Officers on duty								

SHIFT KEY

E	Early 06:00-14:00	**L**	Late 14:00-22:00	**N**	Night 22:00-06:00
D	Day 07:00-19:00	**NT**	Night 19:00-07:00	**TR**	Training
AL	Annual leave / PTO	**S**	Sick	**O**	Off

Check before you publish: rest between shifts (UK: 11 hours under WTR reg. 10, unless the security exemption in reg. 21(b) applies, then compensatory rest under reg. 24), cover on every day and night, licences valid for every officer on the post.
Changes after publication: initial and date the cell, and tell the officer in writing.

Worked example: one post 24/7, 4-on-4-off

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SITE / POST	WEEK COMMENCING	PREPARED BY	APPROVED BY
Warehouse gate 2 (fictional)	Mon 4 Jan 2027	Ops manager	Account manager

Officer / licence no.	Mon 04 Jan	Tue 05 Jan	Wed 06 Jan	Thu 07 Jan	Fri 08 Jan	Sat 09 Jan	Sun 10 Jan	Hours
Officer A	D	D	NT	NT	O	O	O	48
Officer B	O	O	D	D	NT	NT	O	48
Officer C	O	O	O	O	D	D	NT	36
Officer D	NT	NT	O	O	O	O	D	36
Officers on duty	1 D / 1 NT	1 D / 1 NT	1 D / 1 NT	1 D / 1 NT	1 D / 1 NT	1 D / 1 NT	1 D / 1 NT	

SHIFT KEY

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Each officer works two 12-hour days, two 12-hour nights, then four days off. The rows are offset by two days, so every day and every night has one officer. Over eight days each officer works 48 hours (42 a week on average). Rest between the second day shift and the first night shift: 24 hours. The Excel version continues the pattern for the whole month.

Holidays 2027: UK and US

Sources: GOV.UK (gov.uk/bank-holidays) and U.S. Office of Personnel Management (opm.gov), read 20 November 2026.

United Kingdom

DATE	DAY	BANK HOLIDAY	ENG + WALES	SCOTLAND	N. IRELAND
01 Jan	Fri	New Year's Day	x	x	x
04 Jan	Mon	2nd January		x	
17 Mar	Wed	St Patrick's Day			x
26 Mar	Fri	Good Friday	x	x	x
29 Mar	Mon	Easter Monday	x		x
03 May	Mon	Early May bank holiday	x	x	x
31 May	Mon	Spring bank holiday	x	x	x
12 Jul	Mon	Battle of the Boyne (Orangemen's Day)			x
02 Aug	Mon	Summer bank holiday		x	
30 Aug	Mon	Summer bank holiday	x		x
30 Nov	Tue	St Andrew's Day		x	
27 Dec	Mon	Christmas Day	x	x	x
28 Dec	Tue	Boxing Day	x	x	x

Substitute days: 2 January (Scotland) moves to Monday 4 January; Christmas Day and Boxing Day move to Monday 27 and Tuesday 28 December.

United States (federal)

DATE	DAY	HOLIDAY	NOTE
Jan 01	Fri	New Year's Day	
Jan 18	Mon	Birthday of Martin Luther King, Jr.	
Feb 15	Mon	Washington's Birthday	Often called Presidents' Day
May 31	Mon	Memorial Day	
Jun 18	Fri	Juneteenth National Independence Day	Observed: June 19 is a Saturday
Jul 05	Mon	Independence Day	Observed: July 4 is a Sunday
Sep 06	Mon	Labor Day	
Oct 11	Mon	Columbus Day	
Nov 11	Thu	Veterans Day	
Nov 25	Thu	Thanksgiving Day	
Dec 24	Fri	Christmas Day	Observed: December 25 is a Saturday
Dec 31	Fri	New Year's Day 2028	Observed: Jan 1, 2028 is a Saturday (OPM 2028 schedule)

Dates are the days off for most federal employees. Private employers decide which holidays they give off or pay a premium for; check the contract and your state's holiday calendar.