Care home staff rota: days, twilights and nights

Home: _____ **Week commencing:** _____ **Rota by:** _____

Name	Role	Contract hrs	Mon date ____	Tue date ____	Wed date ____	Thu date ____	Fri date ____	Sat date ____	Sun date ____	Rota hrs	+/-
On days / minimum			____ / ____	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____		
On twilight / minimum			____ / ____	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____		
On nights / minimum			____ / ____	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____	____ / ____		
Lead on days											
Lead on nights											
Notes (GP round, visits)											

LD	Long day _____-_____	E	Early _____-_____	L	Late _____-_____	T	Twilight _____-_____	N	Night _____-_____

Also: HOL = annual leave · SICK = sickness · TR = training · OFF = day off. Write your own times and unpaid breaks against each code.

Free template from shiftcomplete.com

Staffing levels planner

Set the minimum staff, lead and skills for each period from residents' current needs and your own dependency tool. Review it when needs change.

Period	Times	Minimum staff	Lead role	Other skills needed
Day (early / long day)			Senior carer (nurse in a nursing home)	
Day (late)			Senior carer	
Twilight				
Night			Senior carer (nurse in a nursing home)	

Needs reviewed on _____ by _____ · Next review _____

Before you publish

Cover and skill mix

- [ ] Every day, twilight and night period is at or above your minimum.
- [ ] A lead is named for every day and night, with the right role.
- [ ] Each period has the skills it needs: medication-trained, moving and handling, first aid, fire marshal.
- [ ] Bank or agency staff are known to the lead and get a full handover.
- [ ] Nobody is on while on leave, off sick or unavailable.

Rest and hours (adults)

- [ ] Anyone working more than 6 hours has a 20-minute uninterrupted break during the shift.
- [ ] Everyone has 11 hours' rest between working days: watch a late followed by an early.
- [ ] Everyone has 24 hours off in each week, or 48 hours in each fortnight.
- [ ] Nobody is heading over an average of 48 hours a week (usually over 17 weeks) unless they have opted out in writing.
- [ ] Night workers: GOV.UK sets an average of 8 hours in each 24, but says the limit does not apply in jobs that need round-the-clock staffing, like hospital work. Check how it applies to your home.

Before you send it

- [ ] Contracted hours compared with rota hours, and overtime agreed.
- [ ] One dated version shared with everyone at once. Old rotas kept as your record.

Rest and hours rules: GOV.UK, Rest breaks at work, Maximum weekly working hours and Night working hours (including Exceptions to night work limits), checked 3 November 2026. A practical aid, not legal advice.