

Bilingual Work Schedule Template / Plantilla de Horario de Trabajo Bilingüe

Use this bilingual work schedule to plan work hours clearly, reduce missed shifts, and keep operations running smoothly.

Date / Fecha	[e.g., Week of October 21–27, 2025 / Semana del 21–27 de octubre de 2025]
Location / Ubicación	[e.g., Warehouse A, Main Store / Almacén A, Tienda principal]
Supervisor / Supervisor(a)	[Name / Nombre]
Employee Name / Nombre del Empleado	[e.g., María López]
Department / Departamento	[e.g., Production / Producción]
Shift / Turno	[e.g., Morning / Turno de mañana]
Work Days / Días de Trabajo	[e.g., Monday–Friday / Lunes a viernes]
Start Time / Hora de Inicio	[e.g., 7:00 a.m. / 07:00]
End Time / Hora de Salida	[e.g., 3:00 p.m. / 15:00]
Breaks / Descansos	[e.g., 15 min morning + 30 min lunch / 15 min mañana + 30 min almuerzo]

Overtime / Horas Extra	☐ Yes / Sí ☐ No
Notes / Notas	[Optional space for comments or schedule changes / Espacio opcional para comentarios o cambios de horario]
Employee Acknowledgment / Confirmación del Empleado	Signature / Firma: _____ Date / Fecha: _____

Find Out More

With [Yourco](#), you can share schedules, send reminders, and confirm coverage through simple text messages — no apps or downloads required.

Reach every employee in their preferred language and keep your workforce aligned, engaged, and ready for the day ahead.

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