**Yearly Employee Work Schedule Template**

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| **Supervisor** |  | **Department** |  | **Company Name** |  | **For the Year** |
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| **Phase 1** | | | | | | | | | | | | | |
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| **Phase 2** | | | | | | | | | | | | | |
| Task | Name | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
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| **Phase 3** | | | | | | | | | | | | | |
| Task | Name | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
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| **Phase 4** | | | | | | | | | | | | | |
| Task | Name | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
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