

# Uninterrupted Time Schedule

Effective January 2021

**Uninterrupted** – Not expected to do desk.

**Desk Duty** – Empty bin, answer phone, work desk.

**2<sup>nd</sup>** – Backup for Desk Duty person.

When filling in for someone you will adopt their Uninterrupted time.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	Joanne Uninterrupted Angie Desk Duty	Joanne Uninterrupted Shar Desk Duty	Joanne Uninterrupted Angie Desk Duty	Katy Uninterrupted Shar Desk Duty	Nicki Uninterrupted Katy Desk Duty
9:00-10:00	Joanne Uninterrupted Shar Desk Duty Eva 2 <sup>nd</sup>	Jill Uninterrupted Shar Desk Duty Joanne 2 <sup>nd</sup>	Joanne Uninterrupted Shar Desk Duty Jill 2 <sup>nd</sup>	Jill Uninterrupted Shar Desk Duty Katy 2 <sup>nd</sup>	Nicki Uninterrupted Jill Desk Duty Katy 2 <sup>nd</sup>
10:00-11:00	Eva Uninterrupted Joanne Desk Duty Shar 2 <sup>nd</sup>	Jill Uninterrupted Joanne Desk Duty Shar 2 <sup>nd</sup>	Jill Uninterrupted Joanne Desk Duty Shar 2 <sup>nd</sup>	Jill Uninterrupted Katy Desk Duty Shar 2 <sup>nd</sup>	Jill Uninterrupted Nicki Desk Duty Katy 2 <sup>nd</sup>
11:00-12:00	Shar Uninterrupted Joanne Desk Duty Eva 2 <sup>nd</sup>	Shar Uninterrupted Jill Desk Duty Joanne 2 <sup>nd</sup>	Shar Uninterrupted Jill Desk Duty Joanne 2 <sup>nd</sup>	Shar Uninterrupted Jill Desk Duty Katy 2 <sup>nd</sup>	Katy Uninterrupted Nicki Desk Duty Jill 2 <sup>nd</sup>
12:00-1:00	Lunches	Lunches	Lunches	Lunches	Lunches
1:00-2:00	Shar Uninterrupted Eva Desk Duty Joanne 2 <sup>nd</sup>	Shar Uninterrupted Eva Desk Duty Jill 2 <sup>nd</sup>	Shar Uninterrupted Joanne Desk Duty Jill 2 <sup>nd</sup>	Shar Uninterrupted Eva Uninterrupted Katy Desk Duty Jill 2 <sup>nd</sup>	Katy Uninterrupted Nicki Desk Duty Jill 2 <sup>nd</sup>
2:00-3:00	Eva Uninterrupted Shar Desk Duty Joanne 2 <sup>nd</sup>	Eva Uninterrupted Shar Desk Duty Jill 2 <sup>nd</sup>	Jill Uninterrupted Shar Desk Duty Joanne 2 <sup>nd</sup>	Eva Uninterrupted Jill Uninterrupted Shar Desk Duty Katy 2 <sup>nd</sup>	Jill Uninterrupted Nicki Desk Duty Katy 2 <sup>nd</sup>
3:00-4:00	Eva Desk Duty Shar 2 <sup>nd</sup>	Eva Desk Duty Jill 2 <sup>nd</sup>	Shar Uninterrupted Eva Desk Duty Jill 2 <sup>nd</sup>	Katy Uninterrupted Eva Desk Duty Jill 2 <sup>nd</sup>	Katy Uninterrupted Nicki Desk Duty Jill 2 <sup>nd</sup>