SUTJA ACADEMY · EPISODE 15 · CHECKLIST

Before you publish the roster

How to make a shift roster in Finland. Tick every box before the roster goes to your team.

PERIOD STARTS (MONDAY) _____

PUBLISHED ON _____

CHECKED BY _____

- [ ] The roster covers the whole three-week period, starting on a Monday.
- [ ] You give it to the team at least 7 days before the period starts.
- [ ] Every shift shows a start and end time.
- [ ] There are 11 hours between every two shifts. Check every evening → morning pair.
- [ ] Everyone gets 35 hours off in a row once a week.
- [ ] The three weeks add up to 112.5 hours for full-timers (or the agreed hours).
- [ ] Leave requests made 10 days before publishing are taken into account.
- [ ] After publishing: every change has the employee's consent, with the date written down.

IN 30 SECONDS

1. **Give the roster one week before the period.**
2. **11 hours between shifts, 35 hours once a week.**
3. **Changes need the employee's consent.**

General guidance, not legal advice. Based on MaRa TES 2025–2028 and the Working Hours Act.

sutja.fi/en/guides/shift-roster-in-finland

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