Planning a shift across midnight: dates, unfinished work and handover

Worked example

A shift can start on one calendar date and end on the next. Writing only “Tuesday night, 22:00-06:00” leaves room for mistakes when tasks and reminders are copied. This guide organises an already agreed shift; it does not decide working hours, rest requirements or pay. All people, work items and times below are fictional examples.

In this example N03 runs from 2026-11-03 22:00+03:00 to 2026-11-04 06:00+03:00. The +03:00 means local time is three hours ahead of UTC, the shared time reference. The eight-hour span is example arithmetic, not a recommended shift length or a calculation of paid hours.

Give the shift two dated endpoints

Field	Local date and time	UTC offset (hours)	Notes
Start	2026-11-03 22:00	3	N03
End	2026-11-04 06:00	3	N03

Elapsed hours (not paid hours): 8

Hand over a specific unfinished result

Item	Completed and evidenced	Remaining action	Agreed owner and check
R17	11/12 inventory rows checked; authorised report has the check marks	Obtain source for row12; then check it	Day team; 2026-11-04 09:00+03:00
R18	Summary draft saved in authorised work record	Recipient to review wording; draft is not approved	Day team; 2026-11-04 09:00+03:00

Source and edition: Google Calendar Help: Use Google Calendar in different time zones
IETF RFC3339: numeric local offsets

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Your notes

Fill the blank fields with your own records.

Name / project _____

Workplace time zone _____

Give the shift two dated endpoints

Field	Local date and time	UTC offset (hours)	Notes
Start			
End			

Elapsed hours (not paid hours): _____

Hand over a specific unfinished result

Item	Completed and evidenced	Remaining action	Agreed owner and check

My next action _____

Date _____

Actual result / open question _____