



EMPLOYEE AVAILABILITY / CHANGE OF AVAILABILTY REQUEST FORM

EMPLOYEE: Show the times and days you are available for work. Whenever your schedule changes, request this form, complete it and return it to your manager or supervisor. Any changes must be presented to a manager or supervisor 10 days in advance.

Employee Name: _____ Position: _____

I am available to work the following days and times:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From							
To							

Manager approved regular schedule, enter OPEN if employee CAN be scheduled but not guaranteed. Non-regular work schedule will be posted a week prior (Manager completes):

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From							
To							

Manager Initials _____

Notes/Explanations (*ex; School Mon-Fri 7:00am-3:00pm*)

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____