

## Part Time employee - Availability Sheet

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone \_\_\_\_\_ Pager \_\_\_\_\_

Today's Date: \_\_\_\_\_ I can begin work on : \_\_\_\_\_

Email address: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**\*I need the following day(s), date(s), and time(s) off:**

Day(s)	Date(s)	Time(s)		
<i>Friday</i>	<i>June 1st</i>	<i>after 3:00pm</i>	<i>4/29/2007</i>	<i>(example)</i>
<i>Mon - Wed</i>	<i>Aug. 13-15</i>	<i>all day</i>		
				<b>Absences must be pre-approved</b>

**\*Schedule requests should be made AT LEAST 3 weeks prior to time needed off.**

Specified days requested off are **not** guaranteed to be granted.

If the schedule permits, the day & time needed off will be granted.

Schedules will be made 2 - 4 weeks in advance. All schedules are made in two week blocks.

If you need a day off that you are already scheduled for, then **you** must find an approved sub to cover your shift.

6/20/2008