

PLEASANT VALLEY RECREATION AND PARK DISTRICT

PART TIME EMPLOYEE AVAILABILITY - not for lifeguards, see Lifeguard Availability

Name: _____

Home Phone: _____ **Cell phone:** _____ **Other:** _____

Today's Date: _____ **I can begin working this schedule on:** _____

If you are a seasonal employee, your estimated last day will be: _____

Email address: _____

I AM AVAILABLE TO WORK DURING THESE HOURS EACH DAY.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

LIST YOUR TIME OFF REQUESTS BELOW. IF YOUR AVAILABILITY CHANGES YOU MUST COMPLETE A NEW FORM.

Day	Date	Time	Date and Time of Request	NOTES
Wednesday	06/30/09	all day	Monday, June 1st	
Thursday	7/29/2010	4:00-9:00pm	Friday, June 4th	

List your time off requests above. In order to best accommodate your schedule, time off requests should be made at least 3 weeks in advance. Time off requests are not "guaranteed: are and approved per supervisor. You will be notified if a time off request is denied.

As a part-time employee, you will not receive "regularly scheduled" hours and are not "guaranteed" a specific number of hours per week. You will only be scheduled less than 1,000 hours per fiscal year from July 1 - June 30 based on the needs of the District.

Notes: _____