

Employee name:	
Employee department:	

			Mark with X for full-time:		Mark with X for part-time:		Mark with X for seasonal:	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL Hours available:
Hours available to work (e.g. 9:00 am - 11:00 am)								
Mark with X if Available to work								
First Shift								
Second Shift								
Third Shift								
Split Shift								
Hours available on-call (e.g. 9:00 am - 11:00 am)								
Mark with X if Available on-call								
First Shift								
Second Shift								
Third Shift								
Split Shift								

Employee signature:	
Date:	