## Employee Availability Form

Employee name:
$\square$
Phone number:
$\square$
E-mail address:
$\square$
General availability:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  |

Are there any days of the week/hours you absolutely cannot work?
$\square$
Notes/Future adjustments:
$\square$

Employee's signature:
$\square$

Date:
$\square$

Team leader signature:


Date:
$\square$

