

Availability Sheet  
Golden Plough Lodge  
Call-In Availability Sheet

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

A part-time employee must be available for a minimum of two (2) shifts bi-weekly for which she has indicated availability and for which she has been scheduled. A part-time employee shall not refuse scheduled shifts for which she has indicated her availability unless there are acceptable extenuating circumstances.

I AM AVAILABLE TO BE SCHEDULED ON THE FOLLOWING DATES ON THE NEXT SCHEDULE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am available to work (Scheduled SHIFTS and call-ins) on the following shifts:  
(please CIRCLE all applicable)

Days                  Evenings                  Nights

Please indicate an acceptable time to call your home:

Latest time in the evening: \_\_\_\_\_

Earliest time in the morning: \_\_\_\_\_

I AM AVAILABLE for CALL-INS on my weekend off (Not X'd W/E)    YES    NO

I AM AVAILABLE TO BE SCHEDULED ON MY STRAIGHT TIME WEEKEND OFF (Not X'd w/e)  
YES                  NO

May we give your phone number to other staff that are wanting to trade a shift with you? please initial if yes