

Employee Availability Form



Date _____

Employee Name (Print) _____

Instructions:

For new team members, this form should be completed during the interview before the team member is onboarded. After that, it should be updated quarterly or any time your availability changes. To complete the form, record the times you are available to work for each day of the week.

- If you do not have any restrictions for a specific day, record **"no restrictions"**.
- If you cannot work on a given day of the week, record **"no availability"** for that day.
- Remember, having a restricted availability may impact the total hours you may be scheduled to work for a given week based on the needs of the business.

Example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No restrictions	12 pm to 4 pm	No Availability	6 pm to 10 pm	No restrictions	2 pm to 10 pm	No restrictions

Employee Availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Employee Signature _____

Management Signature _____