



Shift Availability Form

Print Name: _____ Phone Number _____

Email Address: _____

ALL employees must be available to work weekends and ALL HOLIDAYS. Time off requested in advance will be approved at managers discretion, however, a request does not guarantee an approval.

Employees are encouraged to communicate with as much advance notice as practical if availability has or will change due to school schedules, family obligations, medical treatments, leave of absence, etc. Documentation may be requested, if applicable.

Please note: scheduling is based on performance and preference will be given to those with full availability. If availability falls below two shifts per week and/or if availability does not align with Red O's standard work schedules, you may be subject to a dismissal, pursuant to law.

Complete availability form for the next six (6) months by circle one for each day of the week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Anytime	Anytime	Anytime	Anytime	Anytime	Anytime	Anytime
Not Avail	Not Avail	Not Avail	Not Avail	Not Avail	Not Avail	Not Avail
Between hours of	Between hours of	Between hours of	Between hours of	Between hours of	Between hours of	Between hours of

Prefer: AM PM

Any pre-scheduled vacations or request off, should be indicated below. Please remember this is just a request and there is no guarantee that any request will be honored:

Signature: _____ Date: _____