
Employee Work Availability Form

Employee Information

- Full Name: _____
- Job Position: _____
- Department: _____
- Employee ID: _____
- Contact Info
(Phone/Email): _____

Availability Schedule

Indicate your general availability for work by filling out the time ranges you are available for each day.

Day	Available From	Available To	Notes (Optional)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Additional Availability Comments:

- Can work overtime with advance notice
- Prefer not to work weekends
- Available for on-call shifts

Specify any conditions or preferences:

Employee Acknowledgment

I hereby confirm that the information provided is accurate and reflects my current work availability. I understand that this availability may be subject to change based on business needs and will communicate any changes in my availability as soon as possible.

Signature: _____ **Date:** _____