



Behavioral Interventions

Availability Form

Name: _____

Please enter the days and hours you are available to work. Be specific—remember we will match your availability to the client’s needs. We schedule within your available times, not for the entire availability. Employee may change their availability at any time during their employment. All changes to availability are subject to approval and must meet company needs. Please notify your team leader immediately if your availability drops. If you fail to notify your team leader, you may continue to be scheduled outside of your updated availability. If requested changes do not fall within the parameters of the company needs the employee may not qualify for continued employment with the company or may receive less hours. Employees will not be scheduled outside of their approved availability. PlayDate will make every effort to accommodate employee preferences, but preferences are never guaranteed and employees are required to work their shifts as scheduled. Your current availability stays in effect if a new availability is not approved. Approval is based on the needs of the company in order to meet client’s requirements. This availability form should accurately reflect when an employee is available for work. Working schedules are produced based on the information provided on this form. Leave request form must also be filled out if you are unavailable during listed availability.

Preferences: Days Nights Weekends Effective Date _____

MONDAY	from	until
TUESDAY	from	until
WEDNESDAY	from	until
THURSDAY	from	until
FRIDAY	from	until
SATURDAY	from	until
SUNDAY	from	until

List any problems/possible changes that might affect your availability and/or explain any situation:

I UNDERSTAND THAT MY WORK SCHEDULE WILL BE BASED ON THE DAYS AND TIMES THAT I HAVE INDICATED I AM AVAILABLE TO WORK. I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW THE AVAILABILITY POLICIES LISTED ABOVE.

Employee Signature

Date

Supervisor Signature

Date