FILLED-IN EXAMPLE — the person and dates are illustrative

Employee availability form

The days and hours you can usually work. Fill in every day: a blank day means your manager has to ask you.

Name	Sam Rivera	**Role**	Barista
This availability starts on	Monday, January 11, 2027	**It replaces my form dated**	September 1, 2026

1. My usual week

For each day tick one box. **Any time**: I can work any shift that day. **Between**: write the earliest start and latest finish (one window per day). **Not available**: please don't schedule me that day.

Day	Any time	Between	Not available	From	To	Notes
Monday	☐	☐	☒			Classes
Tuesday	☐	☒	☐	2:00 PM	10:00 PM	
Wednesday	☐	☐	☒			Classes
Thursday	☐	☒	☐	2:00 PM	10:00 PM	
Friday	☒	☐	☐			
Saturday	☒	☐	☐			
Sunday	☐	☐	☒			

2. Hours I'd like each week

Being free is not the same as wanting every shift. Give the range you'd like to work.

At least	16 hours	**At most**	24 hours

3. Specific dates I can't work

One-off dates in the next few months, like an exam or a wedding. This tells your manager early; it isn't an approved day off. Use your team's time-off process for leave. A reason is optional.

Date	All day or times	Note (optional)
Tuesday, February 16, 2027	All day	Final exam

4. Sign and hand in

Employee signature	Sam Rivera	**Date**	December 14, 2026
Received by (manager)	Ana P.	**Date**	December 15, 2026

Changes later? Fill in a new form with the date it starts. Keep the old one until the new one applies.

Free template from zchedule.app/resources. Adapt it to your team; it is not legal advice.