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		**Role**	
This availability starts on		**It replaces my form dated**	

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	☐	☐	☐			
Tuesday	☐	☐	☐			
Wednesday	☐	☐	☐			
Thursday	☐	☐	☐			
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		**At most**	

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)

4. Sign and hand in

Employee signature		**Date**	
Received by (manager)		**Date**	

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.