



AVAILABILITY CHANGE REQUEST

Name: _____

Submission Date: _____

Effective Date: _____

Manager Approval: _____

The General Manager must approve all availability changes. A 30-day written notice MUST be given for any change. You WILL NOT be allowed to change your availability until you have completed your 90-day probationary period and you will only be allowed to change your availability every 90 days. As always, the more open you can make your availability means the more hours that could be available to you!

List Available Times:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____