



Sample Team Member Availability Chart

Name: _____

Please indicate the hours you are available each day of the week.

Example

Mondays: Available 6pm-9pm

Tuesdays: Unavailable

Mondays:

Tuesdays:

Wednesdays:

Thursdays:

Fridays:

Saturdays:

Sundays:

Availability Start Date: _____

Desired number of hours per week: _____

Any notes/need to know?

Ex: Taking classes in September, need 3rd Sunday off.

Manager Signature: _____