

COMMUNITY INTEGRATION SERVICES SOCIETY
Availability Record for Casual and Part Time Employees

Part time employees and on-call casual employees must submit availability by the fifteenth (15th) of each month, for days that they will be available for work for the following month. For Part Time employees do not include the day(s) when you are scheduled to work in your regular position.

Seasonal casual employees must submit by June 15th for July and July 15th for August, for days that they will be available for work during the peak season months.

To make this form adaptable for any month of the year please place an **X** on any date that falls on a non-working day (weekends and statutory holidays). On the working days of the month indicate your availability in each dated box with: **Yes** (I am available for work).

The Comment section is reserved for specific restrictions pertaining to shifts that you are available to work. For example on the 4th Yes – avail. Must leave by 2:30. If you are unable to work on a day in which you've been hired to work a reason must be included in the comments section.

*All casual and seasonal employees have the same obligations to report for work and complete all agreed upon shifts as expected of a regular employee.
It will be presumed that empty date boxes will be considered not available shifts.*

Employee Name: _____ Date Submitted: _____

Availability for the Month of: _____ Year: _____ Phone #: _____

Date	YES	N/A	Comments	Date	YES	N/A	Comments
1 st				17 th			
2 nd				18 th			
3 rd				19 th			
4 th				20 th			
5 th				21 st			
6 th				22 nd			
7 th				23 rd			
8 th				24 th			
9 th				25 th			
10 th				26 th			
11 th				27 th			
12 th				28 th			
13 th				29 th			
14 th				30 th			
15 th				31 st			
16 th							
<p><i>Circle appropriate answer (PT employees only)</i></p> <p><u>Part Time Employees specify department available for work:</u></p> <p>IDS 1 IDS 2 IDS 3 Inlet Enterprises IDS/Leisure</p> <p><i>Circle appropriate answer (Casual employees only)</i></p> <p><u>Casual Employees specify location available for work: North Vancouver or Port Coquitlam</u> (note: casuals can work in both areas if interested).</p>							

Original Forms Folder

Revised: August 8, 2019

Location: Managers Manual, Operations Manual, Main Filing Cabinet, Website (Member's Access)