



### Availability and Attendance Form

Team Member Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Primary Phone \_\_\_\_\_ Email Address \_\_\_\_\_ Store \_\_\_\_\_

#### CONFIRMED AVAILABILITY

Please use the following form to write in the times you are available to work throughout the week. Please be specific as possible. For instance, you may be available in the morning & then later in the evening on the same day. If you are available for the entire shift write "open." All full time hourly staff are allowed 40 hours max and part time hourly staff are allowed 30 hours max.

**Monday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_  
**Tuesday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_  
**Wednesday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_  
**Thursday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_  
**Friday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_  
**Saturday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_  
**Sunday:** Earliest Start Time \_\_\_\_\_ Maximum Closing Time \_\_\_\_\_

#### CONFIRMED UNAVAILABILITY

Please use the following form to specify any times that you are unavailable to work throughout the week. Please be specific and list the actual hours that you will not be available and a valid reason why. For instance: 3-5pm on Mondays *reason: "class"*

**Monday:** \_\_\_\_\_ *reason:* \_\_\_\_\_  
**Tuesday:** \_\_\_\_\_ *reason:* \_\_\_\_\_  
**Wednesday:** \_\_\_\_\_ *reason:* \_\_\_\_\_  
**Thursday:** \_\_\_\_\_ *reason:* \_\_\_\_\_  
**Friday:** \_\_\_\_\_ *reason:* \_\_\_\_\_  
**Saturday:** \_\_\_\_\_ *reason:* \_\_\_\_\_  
**Sunday:** \_\_\_\_\_ *reason:* \_\_\_\_\_

- This availability form should accurately reflect when the employee is available to work. Weekly schedules are produced based on the information provided on this form.
- Part-Time Employees must be available to be scheduled for a minimum of 20 hours per week and a maximum of 30 hours per week. Full Time Employees must be available to be scheduled for a minimum of 30 hours per week and a maximum of 40 hours per week.
- Employees may increase their availability at any time but it does not guarantee movement to full time status if previously classified as part-time.
- Availability may not be decreased or changed within the first four months of employment unless employee is a student and a semester begins/ends. In such a case, the employee will be required to submit a copy of their class schedule.
- **After four months changes to availability may be requested, however, all availabilities are subject to approval. Your current availability stays in effect if a new availability is not approved. Approval is based on the needs of the company in order to meet shift requirements.** If requested changes to availability do not fall within the parameters of the company's needs, the employee may not qualify for continued employment.
- Mission San Jose Airport, LLC will make every effort to accommodate employee preferences, but preferences are never guaranteed and employees are required to work their shifts as scheduled.
- All Requests for time off and vacation days must be made with Store Management and within store's specific policies.
- No Call, No Shows are considered abandonment of position and subject to immediate termination.
- You are required to disclose if you have a secondary employment, especially if it conflicts with your position with this company, which could make you ineligible for continued employment.

I understand my work schedule will be based on the days and times that I have indicated above. I also understand and agree to all the availability policies listed above.

Team Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved: YES NO

Employee Status: Full Time - Part Time - Exempt