

SUMMER REC 2019 EMPLOYEE AVAILABILITY

PLEASE INCLUDE YOUR REGULAR AVAILABILITY PATTERN ON THIS FORM AND RETURN TO THE REC OFFICE BY FRIDAY, MAY 10TH.

| THE SUMMER PROGRAM BEGINS: MON, 6/24 - FRI, 8/16 | MORNING 6:30-12:30 PM | AFTERNOON 12:00-6:00 PM | NOT AVAILABLE |
|---|--------------------------|----------------------------|---------------|
| MONDAY | | | |
| TUESDAY | | | |
| WEDNESDAY | | | |
| THURSDAY | | | |
| FRIDAY | | | |

PLANNED TIME OFF REQUESTS: (KNOWN COMMITMENTS, FAMILY VACATIONS, SPORTS TRYOUTS, SCHOOL ORIENTATIONS, ETC.)

THESE DATES HAVE BEEN REQUESTED ON THE WHENIWORK APP.

OTHER REQUESTS:

EMPLOYEE SIGNATURE:

DATE:

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO KEEP MY AVAILABILITY UP TO DATE. I ALSO UNDERSTAND THAT CHANGES IN MY AVAILABILITY AND TIME OFF REQUESTS MUST BE APPROVED IN ADVANCE AND A NEW FORM MUST BE COMPLETED AND TURNED INTO THE DIRECTOR IF MY AVAILABILITY SHOULD CHANGE.

FOR OFFICE USE ONLY

DIRECTORS SIGNATURE:

DATE:

REQUEST APPROVED

REQUEST DENIED

EFFECTIVE:

NOTES: