

## Employee Availability Sheet

### Employee Contact Details:

- Name:
- Phone Number:
- Email Address:

### Availability:

- Monday: [Available Hours]
- Tuesday: [Available Hours]
- Wednesday: [Available Hours]
- Thursday: [Available Hours]
- Friday: [Available Hours]
- Saturday: [Available Hours]
- Sunday: [Available Hours]

### Future Adjustments:

- Anticipated Changes in Availability

### Signatures and Dates:

- Employee Signature:
- Date:

### Instructions:

- Brief instructions on how to fill out the form.