



**Current Availability/Time Off Request Form**

**It is extremely important to keep your availability current with the WellsBrooke Staffing personnel. Any changes in regards to your availability must be submitted no later than the 10<sup>th</sup> of the month prior to any new schedule.** (For example, availability for March must be submitted no later than February 10.) This includes any requests for days off within the upcoming month. If updated availability forms for the new month are not received in a timely manner, scheduling will be done according to the last-submitted form.

Please be advised that requests for time off are granted on a first-come, first-serve basis. Submitting a time off request does not automatically mean it will be granted.

<b>Employee Name:</b>		<b>Today's Date:</b>	
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**I am NOT available for the following days in \_\_\_\_\_:**

(please list dates not available below)

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Remember, weekend shifts are required of all WellsBrooke employees. However, they can be scheduled in accordance with your stated availability.

I prefer to work: Days    Nights    Split shift. (Please circle preference.)

<i>Signature</i>	<i>Date</i>

<b>For Office Use Only</b>
Received:
Entered: