

Staff availability / weekly pattern

State the period covered. Write unavailable for a day you cannot work; a blank row means availability has not been supplied. Add extra time windows in notes.

Staff member / team

Period from / to

Submitted date

Contact for scheduling questions

Usual availability during this period

Day	Available from	Until	Unavailable times / extra windows / notes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Exception	Particular dates
Exceptions for particular dates	

Date _____

Availability / exception

Note

Planner received / date

Question / follow-up needed