



EMPLOYEE: Show the times and days you are available for work. Whenever your schedule changes, request this form, complete it, and return it to your manager or supervisor. Any changes must be presented to a manager or supervisor ten days in advance. The change in your availability is a request; not all requests can be accommodated.

Is this a permanent or temporary change to your schedule?
(circle one) PERMANENT TEMPORARY

I am available to work the following days and times:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From							
To							

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

DM/Director Signature: _____ Date: _____

*This form is to be presented to the RGM or District Manager of the employees work location. Availability changes will be reviewed by management, and best attempts will be made to accommodate. Understand that this is a request and any signature provided on this form by a manager is not an agreement to this request it is an acknowledgment of receipt of the request.

Please forward this form to HR@ADPHut.com