

El Camino Hospital  
PRN Bargaining Unit RN  
**NOTIFICATION OF AVAILABILITY**

Employee Name: (Please Print): \_\_\_\_\_

**4-Week Scheduling Period: April 5, 2009 - May 2, 2009**

**Due by: March 10, 2009**

**Each department will use this: "Notification of Availability" form for RN notification of availability.**  
*A per diem RN must notify her/his clinical manager/director in writing of the RN's availability on a 4-week schedule basis. Such notice of availability must include the day(s) and shift(s) for which the per diem RN is available and must be submitted no later than 4 weeks prior to the start of of each 4-week schedule.*

**A copy will be returned to you confirming the shifts you have been scheduled to work.**

1. List all the shifts that you are available to work for this 4-week schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>4/5</b>	4/6	4/7	4/8	4/9	4/10	<b>4/11</b>
<b>4/12</b>	4/13	4/14	4/15	4/16	4/17	<b>4/18</b>
<b>4/19</b>	4/20	4/21	4/22	4/23	4/24	<b>4/25</b>
<b>4/26</b>	4/27	4/28	4/29	4/30	5/1	<b>5/2</b>

*Weekend shifts are Friday and Saturday for night shift and Saturday and Sunday for all other shifts.*

2. List the maximum total number of shifts (weekday and weekend) you are willing to work this 4-week schedule: \_\_\_\_\_

You are required to work one of the following holidays: Thanksgiving, Christmas Eve, Christmas Day or the New Years holiday shift. Holiday scheduling for per-diem RN's will be based on staffing needs after staturesd RN's are scheduled.

\*For the night shift only, Christmas Eve holiday will begin at the start of the employee's shift on December 24th and will terminate at the end of her/his time worked on December 25th. The Christmas Day holiday will begin at the start of the employee's shift on December 25th and terminate at the end of her/his time worked on December 26th.

\*For evening shift the New Year's Day holiday is paid on December 31st. Employees that work the evening shift **on January 1st will not** receive the holiday premium.

New Year's Day	Tuesday	1-Jan-09	Labor Day	Monday	7-Sep-09
Martin Luther King Day	Monday	19-Jan-09	Thanksgiving Day	Thursday	26-Nov-09
Presidents Day	Monday	16-Feb-09	Christmas Eve	Wednesday	24-Dec-09
Memorial Day	Monday	25-May-09	Christmas Day	Thursday	25-Dec-09
Independence	Wednesday	4-Jul-09	New Year's Day	Thursday	1-Jan-10

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_