

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

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


4-Week Scheduling Period: **February 7, 2010 - March 6, 2010**

Due by: **January 12, 2010**

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 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
2/7	2/8	2/9	2/10	2/11	2/12	2/13
2/14	2/15 	2/16	2/17	2/18	2/19	2/20
2/21	2/22	2/23	2/24	2/25	2/26	2/27
2/28	3/1	3/2	3/3	3/4	3/5	3/6

*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	Friday	1-Jan-10	Labor Day	Monday	6-Sep-10
Martin Luther King Day	Monday	18-Jan-10	Thanksgiving Day	Thursday	25-Nov-10
Presidents Day	Monday	15-Feb-10	Christmas Eve	Friday	24-Dec-10
Memorial Day	Monday	31-May-10	Christmas Day	Saturday	25-Dec-10
Independence	Sunday	4-Jul-10	New Year's Day	Saturday	1-Jan-11

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

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