

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

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


4-Week Scheduling Period: June 26, 2011 - July 23, 2011

Due by: May 31, 2011

**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
6/26	6/27	6/28	6/29	6/30	7/1	7/2
7/3	7/4 	7/5	7/6	7/7	7/8	7/9
7/10	7/11	7/12	7/13	7/14	7/15	7/16
7/17	7/18	7/19	7/20	7/21	7/22	7/23

*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	Saturday	1-Jan-11	Labor Day	Monday	5-Sep-11
Martin Luther King Day	Monday	17-Jan-11	Thanksgiving Day	Thursday	24-Nov-11
Presidents Day	Monday	21-Feb-11	Christmas Eve	Saturday	24-Dec-11
Memorial Day	Monday	30-May-11	Christmas Day	Sunday	25-Dec-11
Independence	Monday	4-Jul-11	New Year's Day	Sunday	1-Jan-12

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

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