

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

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

**4-Week Scheduling Period:      March 4, 2012 - March 31, 2012**

**Due by:                      February 5, 2012**

**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>3/4</b>	3/5	3/6	3/7	3/8	3/9	<b>3/10</b>
<b>3/11</b>	3/12	3/13	3/14	3/15	3/16	<b>3/17</b>
<b>3/18</b>	3/19	3/20	3/21	3/22	3/23	<b>3/24</b>
<b>3/25</b>	3/26	3/27	3/28	3/29	3/30	<b>3/31</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 stasured 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	Sunday	1/1/2012	Labor Day	Monday	9/3/2012
Martin Luther King Day	Monday	1/16/2012	Thanksgiving Day	Thursday	11/22/2012
Presidents Day	Monday	2/20/2012	Christmas Eve	Monday	12/24/2012
Memorial Day	Monday	5/28/2012	Christmas Day	Tuesday	12/25/2012
Independence	Wednesday	7/4/2012	New Year's Day	Tuesday	1/1/2013

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