

El Camino Hospital
PRN Bargaining Unit RN
NOTIFICATION OF AVAILABILITY

Employee Name: (Please Print): _____


4-Week Scheduling Period: **November 11, 2012 - December 8, 2012**

Due by: **October 14, 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
11/11	11/12	11/13	11/14	11/15	11/16	11/17
11/18	11/19	11/20	11/21	11/22 	11/23	11/24
11/25	11/26	11/27	11/28	11/29	11/30	12/1
12/2	12/3	12/4	12/5	12/6	12/7	12/8

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: _____