

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

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


4-Week Scheduling Period: **November 13, 2011 - December 10, 2011**

Due by: **October 18, 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
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	12/9	12/10

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