

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

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

4-Week Scheduling Period: **September 16, 2012 - October 13, 2012**

Due by: **August 19, 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
9/16	9/17	9/18	9/19	9/20	9/21	9/22
9/23	9/24	9/25	9/26	9/27	9/28	9/29
9/30	10/1	10/2	10/3	10/4	10/5	10/6
10/7	10/8	10/9	10/10	10/11	10/12	10/13

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