



DECLARATION OF AVAILABILITY

In an effort to maximize office resources and to better meet the needs of respite consumers, the following guidelines have been developed.

- Staff will be required to submit their availability hours three times a year: January 1, May 1, September 1, and at one additional time of your choosing. Once signed and dated, this form will be recognized as a formal commitment to CRS and will be considered valid until the next signing date.
- Staff will be responsible for accepting all shifts offered within their declared available periods. The refusal of three shifts within these time frames will result in a review of performance.
- Additional requests for time off will be granted based upon a first come first served basis and upon consumer demand.
- Staff may increase their availability for short periods at any time (i.e. Christmas vacation, Reading week, Spring break)
- Please include a minimum and maximum number of hours you wish to work each week, as well as families you prefer to work with and those you prefer to work with on a limited basis.

DECLARATION OF AVAILABILITY (Your copy)

- For each day of the week, please indicate the start and end times of your availability. If you are available anytime during a particular day, indicate by writing “anytime” beside that day of the week.

<u>DAY</u>	<u>START TIME</u>	<u>END TIME</u>
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

- Note: 2 weeks notice is required to change a particular day(s) of availability.
- MAX # of hours/week: _____ MIN # of hours/week _____

Date: _____

Print Name: _____

DECLARATION OF AVAILABILITY (Office copy)

- For each day of the week, please indicate the start and end times of your availability. If you are available anytime during a particular day, indicate by writing “anytime” beside that day of the week.
- Keep one copy of this form for you and return the other to the office as soon as possible.

<u>DAY</u>	<u>START TIME</u>	<u>END TIME</u>
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

- Note: 2 weeks notice is required to change a particular day(s) of availability.
- MAX # of hours/week: _____ MIN # of hours/week _____

Signature: _____ Date: _____