

Please use this form to provide your usual availability. Any time ranges above that are not boxed in will be considered the only times you are available.

If your availability changes due to school or other circumstances, simply submit an updated form to your supervisor. Please allow at least two weeks for changes to be implemented.

If you wish to be off for a shift AFTER the schedule is posted online, please find a replacement and THEN contact your supervisor.

Regardless of your indicated availability we will strive to avoid scheduling anyone for seven consecutive days and will never schedule anyone for a day shift following an all-night shift.

Advanced Animal Care and Waco Animal Clinic use different employee identification numbers so staff members who wish to be scheduled more than 40 hours may request to be scheduled at another location. Staff will be reimbursed at an over time rate only when working over 40 hours at one location.

I understand the above policies and that my availability indicated above is the guideline used for scheduling.

Signature_____ Date: _____