



Heyshift | Employee Availability Form Template

Shift scheduling built for USA teams.

Effective Period: _____ Location / Site: _____ Department: _____ Submitted To: _____

<https://heyshift.io/templates/employee-availability-form-template>

Employee	Position	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Preferred	Max Hrs	Weekend	Notes
Sarah Chen	RN	Any	Any	Any	Any	Any	Limited	Limited	Day	36	Every other weekend	No overnight · Available with notice · Charge nurse qualified
Marcus Rivera	CNA	Available	Available	Available	Available	Available	Off	Off	Day	32	Not available	School pickup after 3 PM · Not available · Part-time student
Jordan Lee	Server	Off	Off	Available	Available	Available	Available	Available	Evening	28	Available	Before 4 PM weekdays · Limited · Evenings and weekends only
Alex Kim	Retail Associate	Available	Off	Available	Off	Available	Available	Available	Any	24	Available	Wednesdays after 2 PM · Available · Part-time, max 24 hours
Priya Patel	Warehouse Associate	Available	Available	Available	Available	Available	Off	Off	Morning	40	Not available	No evenings · Volunteer only · Forklift certified
James Okonkwo	LPN	Available	Available	Off	Available	Available	Available	Available	Night	36	Every third weekend	No day shifts · Available · Night shift preference
Maria Santos	Room Attendant	Available	Available	Available	Available	Available	Limited	Limited	Day	32	One weekend per month	Before 8 AM · Not available · Light duty, no lifting over 25 lb