KGH Kingston General Hospital *Outstanding care, always™*

Call List Request

Employee Information

Employee Name: _____

Employee Number: _____

Department: _____

Type of Request:

☐ Remove me for all future calls. I will not be called for available shifts until I submit another request.

☐ Add me back on the call list for all future calls. I will be called for available shifts once request processed.

For individual days and blocks of time when you do not wish to be called, please submit a "Request Change Availability" in Employee Self-Service. Please select "unavailable" for the dates in which you do not want to be called. http://intranet.kgh.on.ca/defaultnc.aspx?page=1&Doc.Id=57043&Doc.IdType=document

_____

Employee Signature   *Date*

People Services Information

_____

Date received in PSC

Transaction:

☐ Added- "Do not call" to employee comment field in ESP

☐ End date- "Do not call" to employee comment field in ESP

File completed form in "Call list requests"

Notes:

_____

PSC Signature   *Date*