

ONA Permanent Part Time Availability Form

Two weeks before the schedule is posted, regular part time nurses may make themselves unavailable for two (2) single days (non-consecutive) per scheduling period and four (4) single days (non-consecutive) during the summer schedule.

Availability form submission dates will follow the Request Due Dates on the Scheduling Timelines.

Part time nurses will still be required to meet their part time commitment/BECK within the pay period where they have made themselves unavailable.

Unavailable days are intended to facilitate attendance at medical appointments or other personal matters.

Unavailable days cannot be carried over from schedule to schedule.

Regular part time nurses shall not be permitted to make themselves unavailable on weekends (including Friday at 1900 hours inclusive to Monday at 0700 hours), on paid holidays as recognized by the parties and on Halloween and Christmas Eve.

If there are multiple requests for the same days, seniority shall rule.

Employee Information

Employee Name _____

Employee Number _____

Department _____

I am **unavailable** to work the following dates;

Date (MM/DD/YYYY): _____

Date (MM/DD/YYYY): _____

Date (MM/DD/YYYY): _____
(Applicable for summer schedule posting only)

Date (MM/DD/YYYY): _____
(Applicable for summer schedule posting only)

Employee Signature _____

Date Submitted _____

