

Employee Availability for Additional Time Form

Due to operational needs, additional time may become available for employees. Please complete any days/hours you are available and sign below. If you are unavailable to work additional time, please write "0" in the applicable column. If at any time your availability changes, please draw a line through your current line and write the new information. Additional hours will be distributed equally by job title.

Employee Name	Signature	Additional Time Yes/No Circle One	Write in Time available (e.g. 7:00AM-2:30PM)						
			Effective Date	Mon	Tues	Wed	Thur	Fri	Sat
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							
		Yes No							

SEIU Contract (Unit C) Article IX, Section 1.8 states: *Assuming no substitute relief is provided, the District shall equitably distribute an absent employee's workload among other employees in the same classification reporting to the same supervisor when such absence is prolonged (or daily, in the case of Building and Grounds Workers) or is the result of a reduction in position(s) at the site...*