COMMUNITY INTEGRATION SERVICES SOCIETY
Availability Record for Casual and Part Time Employees

Part time employees and on-call casual employees must submit availability by the fifteenth (15th) of each month, for days that they will be available for work for the following month.
Seasonal casual employee's must submit by May 1st and December 1st, for days that they will be available for work during the peak season months.

To make this form adaptable for any month of the year please place an X on any date that falls on a non-working day (weekends and statutory holidays).

On the working days of the month indicate your availability in each dated box with either:
Yes (I am available for work) or N/A (I am not available for work).

The Comment section is reserved for specific restrictions pertaining to shifts that you are available to work. For example on the 4th Yes – avail. From 9 to Noon only

All casual employees have the same obligations to report for work and complete all agreed upon shifts as expected of a regular employee.

It will be presumed that empty date boxes will be considered not available shifts.

Employee Name: _____ Date Submitted: _____

Availability for the Month of: _____ Year: _____

Date	YES	N/A	Comments	Date	YES	N/A	Comments
1st				17th			
2nd				18th			
3rd				19th			
4th				20th			
5th				21st			
6th				22nd			
7th				23rd			
8th				24th			
9th				25th			
10th				26th			
11th				27th			
12th				28th			
13th				29th			
14th				30th			
15th				31st			
16th							

Circle appropriate answer

Part Time Employees specify department available for work:
IDS Port Moody Inlet Enterprises IDS/Leisure

Casual Employees specify areas available for work:
Port Moody Programs and/or North Vancouver Programs

Original Forms Folder
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