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| **AVAILABILITY ROSTER - CASUAL EMPLOYEES** |

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| **Employee Name:** |  |
| **Position:** |  |
| **Employee Department:** |  |
| **Team Leader:** |  |

It is the employee’s responsibility to complete this form each and every time their availability changes before being handed to their Team Leader for approval and filing.

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| --- | --- | --- |
| **DAY** |  | **TIMES** |
| Monday |  | AM  (8AM – 12PM)  PM  (12.30PM – 5:00PM) |
| Tuesday |  | AM  (8AM – 12PM)  PM  (12.30PM – 5:00PM) |
| Wednesday |  | AM  (8AM – 12PM)  PM  (12.30PM – 5:00PM) |
| Thursday |  | AM  (8AM – 12PM)  PM  (12.30PM – 5:00PM) |
| Friday |  | AM  (8AM – 12PM)  PM  (12.30PM – 5:00PM) |

*Please note: REDIMED cannot guarantee that all available times will result in being rostered to work, however REDIMED endeavours to ensure a fair and equitable process is followed for all Casual employees.*

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| **ACKNOWLEDGEMENT** | |
| **Employee Signature:** |  |

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| **APPROVALS** | |
| **Team Leader Name:** |  |
| **Team Leader Signature:** |  |
| **Date:** |  |
| **Approved Form - sent to HR:** | **YES  NO DATE:** |