TOTALLY QUALIFIED

EMPLOYEE COPY

When can you work?

Complete in a PDF reader or print. Give a copy to your scheduling contact.

Employee name

Role / work location

Applies from (date)

Until (date or ongoing)

Worksite time zone

Weekly availability

Enter time windows with a.m./p.m. Write "Not available" or "Need to confirm" as needed.
Include the end day for overnight work. Use the last column for a second window.

Start day	Available window / status	Second window	Preference (optional)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Preferred total hours per week (not a guarantee)

Dated exceptions (add a page if needed)

Confirmed by employee (name)

Submitted on (date)

Record usable hours, not medical details, childcare arrangements or religious explanations.
Use a separate workplace process for accommodation or leave requests.
This form records availability. It does not assign shifts, guarantee hours or waive rights.

MANAGER COPY

Will the whole shift fit?

Use with the employee copy before assigning a proposed shift.

Employee / record reviewed

Reviewed by

Review date

Record effective date

Worksite time zone

Compare the full working window

Include required setup, closing duties and any overnight end day.
Use "Fits", "Does not fit" or "Clarify". A fit here is not final scheduling approval.

#	Proposed shift	Declared availability	Result / follow-up
1			
2			
3			
4			

Before issuing the schedule

- [ ] Every weekday is clear; blank entries have been clarified.
- [ ] Setup, closing and overnight hours fit the declared window.
- [ ] Effective dates, dated exceptions and preferences were checked.
- [ ] Other rules were checked: role, hours, rest, local law and agreements.
- [ ] Any accommodation or leave request was routed separately.

Unresolved question / next step