

WATERMINE WORK AVAILABILITY FORM

For Office Use Only
Date Received: _____
Received By: _____
Approved By: _____
Date Input to W2W: _____

Applicant's/Employee's Name: _____

Date Submitted: _____

START DATE: _____ LAST DAY OF WORK (As of now): _____

Please note: Managers will work with staff as much as they can to give each staff member the schedule that works best; however, please understand that all shifts must be filled.

The Watermine uses an online scheduling program called When to Work. Please fill out your availability to the best of your knowledge. Your accuracy on this form will ensure that you are scheduled properly and receive the hours you would like to work. Changes can be made prior to the start of the season and or 15 days prior to change in availability. ALL time off requests will be made through the online program.

Hours of Operations vary from 7am—9pm, Seven days a week. Please see our 2018 Operating Hours Calendar on our website for additional information. Employees may work up to 40 hours per week.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN-CLOSE	OPEN-CLOSE	OPEN-CLOSE	OPEN-CLOSE	OPEN-CLOSE	OPEN-CLOSE	OPEN-CLOSE
OR	OR	OR	OR	OR	OR	OR
____-____	____-____	____-____	____-____	____-____	____-____	____-____
Please circle OPEN—CLOSE or enter START time— END time						

Leave Requests/Holiday Schedule

Employees are not allowed to request off more than 16 days during the summer, exceptions can be made. Please list any know time off below. As an employee of the Watermine, you will also be expected to work 2 out of the 3 holidays (Memorial Day Weekend, 4th of July Weekend and Labor Day weekend). We will do our best to give you at least a day off during your selected holiday weekends. Please note that if you are offered a position, you then **MUST** enter the time off requests onto our online scheduling program.

DATE TO BE REQUESTED (Use reverse side for additional)	REASON	DATE SUBMITTED	OFFICE USE ONLY SUBMITTED IN W2W

I hereby acknowledge that this availability and such leave requests are accurate and to the best of my knowledge at this time. I understand the holiday commitment policy and will be able to meet the requirements. I understand that any changes in my availability must be submitted to my supervisor at least 15 days in advance prior to the date of change.

Applicant/Employee Signature: _____

Date: _____