



Heyshift | Employee Availability Form Template

Shift scheduling built for USA teams.

Effective Period: _____ Location / Site: _____ Department: _____ Submitted To: _____

<https://heyshift.io/templates/employee-availability-form-template>

Employee	Position	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Preferred	Max Hrs	Weekend	Notes
Sarah Chen	RN	Any	Any	Any	Any	Any	Limited	Limited	Day (7 AM - 7...	36	Every other w...	No overnight · Available w...
Marcus Rivera	CNA	Available	Available	Available	Available	Available	Off	Off	Day (7 AM - 3...	32	Not available	School pickup after 3 PM · ...
Jordan Lee	Server	Off	Off	Available	Available	Available	Available	Available	Evening (4 PM...	28	Available	Before 4 PM weekdays · Lim...
Alex Kim	Retail Associ...	Available	Off	Available	Off	Available	Available	Available	Any	24	Available	Wednesdays after 2 PM · Av...
Priya Patel	Warehouse Ass..	Available	Available	Available	Available	Available	Off	Off	Morning (6 AM...	40	Not available	No evenings · Volunteer on...
James Okonkwo	LPN	Available	Available	Off	Available	Available	Available	Available	Night (7 PM -...	36	Every third w...	No day shifts · Available ...
Maria Santos	Room Attendant	Available	Available	Available	Available	Available	Limited	Limited	Day (8 AM - 4...	32	One weekend p..	No heavy lift after surger...