

EMPLOYEE WORK SCHEDULE FORM

NAME:

Daily Schedule

These are the hours that you plan to work weekly at your school site. You must indicate a 15-20 hour work schedule for the week. Remember to include a minimum 30 minute break for any shift longer than 6 hours.

	Example of Daily Schedule			Please Fill in Your Daily Schedule		
	Start Time	End Time	Total Hours	Start Time	End Time	Total Hours
Monday	8:00 AM	3:30 PM	7			
Tuesday						
Wednesday	8:00 AM	3:30 PM	7			
Thursday						
Friday	8:00 AM	2:00 PM	6			
Total Hours			20			

Evening & Weekend Availability

These are the hours that you are available in the evenings and weekends for special events.

	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		