

HOW TO COMPLETE THE AVAILABILITY CHANGE REQUEST

This form is to be completed when an employee is requesting to change availability and must be submitted with at least one month notice. (Disregard the NOTE: in the below example.)

You must have six (6) months service with Calgary Family Services before requesting a change in availability.

Calgary Family Services will try to accommodate these changes but only twice a year.

1. Select the date from the "Date:" drop down menu;
 - This is the date the form is completed
2. Enter the area in which you currently work in the "area" field;
3. Enter your name in the "Employee Name:" field;
4. Enter the total number of hours requesting to work in the "hours requested (per week)" field;
 - Hours will fluctuate in accordance with client needs and service authorizations
 - CFS will try to accommodate hourly needs
5. Enter the start date in which you would like this change completed;
 - Must be a minimum of 30 days past the request date
6. Enter an end date in the "End Date:" field or type in a response;

NOTE: Two weeks notice and a minimum of six months is required.

Date:	01-Dec-11	Area	Downtown
Employee Name:	Jennifer Christiaens	Hours requested (per week)	35 <small>Area</small>
Start Date:	2012-01-01	End Date:	Permanently

7. From the drop down menu select the hours and days of the week that you are available to work.

Please fill in your hours of availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	7:00 a.m. ▾	7:00 a.m. ▾	Select ▾	Select ▾	6:00 a.m. ▾	8:00 a.m. ▾	8:00 a.m. ▾
To	6:00 p.m. ▾	6:00 p.m. ▾	Select ▾	Select ▾	6:00 p.m. ▾	7:00 p.m. ▾	12:00 noon ▾

8. Enter a detailed reason as to why the change is needed in the "Additional Comments" field;

Additional Comments:

I would like to move from the Downtown area to the Northwest and these are my new hours of availability.

TextField0

9. Enter your name in the "Employee Signature" area;
 - This will act in place of a signature
10. Click on "Send Request";

Jennifer Christiaens
Employee Signature

Supervisor Signature and Approval

Send Request

A pop-up screen will appear

Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to homecareforms@calgaryfamily.org using your Internet email service.

Don't show again

OK Cancel

1. Click on the applicable radio button and follow directions on the pop-up screen;
 - The document may need to be saved, attached to an email and sent to homecareforms@calgaryfamily.org
2. Change the subject line of the email to include first and last name - to alleviate confusion;
3. Add any additional comments in the body of the email;
4. Click on send.