Employee Availability Matrix

Employee Name:_____   Semester:_____   Student Status:

Employee Phone:_____   Email: _____

Employee Supervisor:_____

☐ Full-Time   @ ☐ UW
☐ Part-Time   ☐ LCCC
☐ Non   ☐ Other
☐ International
☐ Graduate Asst.

Instructions: Please "X" or shade areas that you are NOT available for work.

Desired Number of Hours to Work: _____

	AM												PM											
	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

Note: Supervisors may schedule work for any time not shaded on matrix. Time off may be requested with a 10 working day advance notice.