



Staff Weekly Availability Form

This form should be used to record your work availability returned to TMA Care agency with your time sheets every Monday.

Print Name		Week Commencing Monday	
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Day	Morning Shift 6 am to 8 pm		Afternoon Any shift finish after 8 pm		Night shift or Sleepover		Comments (only available after 4pm or not available all day)
	Yes	No	Yes	No	Yes	No	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							

Please Note by filling in this form it will greatly assist in getting you the most appropriate shifts.