

Staff Availability Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Use the dates and workplace time zone provided above. State when you can work without explaining private reasons for unavailable times. This form does not confirm a shift or approve leave. Every field is optional.

1. What name or staff identifier should the scheduler use?

2. Does your availability cover the full scheduling period shown above?

- ☐ Yes
- ☐ No, I will specify the dates below
- ☐ I need to discuss the period

3. On which dates or days, and during which time windows, are you available?

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4. Which times are unavailable within that period?

5. Within your available times, what shift pattern or hours would you prefer?

6. How much notice would help you plan for a proposed schedule change?

- ☐ Less than 24 hours
- ☐ 1–2 days
- ☐ 3–6 days
- ☐ At least one week
- ☐ It depends on the change
- ☐ Prefer to discuss

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7. What scheduling detail should the manager clarify with you?
