

**McLaurin Hardware**  
**Work Availability Schedule**

Name \_\_\_\_\_

Effective Date: \_\_\_\_\_

*Check the Box for the Days/half hours you are available to work*

1ST		Mon	Tue	Wed	Thu	Fri	Sat
7:30 AM	8:00 AM						
8:00 AM	8:30 AM						
8:30 AM	9:00 AM						
9:00 AM	9:30 AM						
9:30 AM	10:00:00						
10:00 AM	10:30 AM						
10:30 AM	11:00 AM						
11:00 AM	11:30 AM						
11:30 AM	12:00 PM						
12:00 PM	12:30 PM						
12:30 PM	1:00 PM						
1:00 PM	1:30 PM						
1:30 PM	2:00 PM						
2:00 PM	2:30 PM						
2:30 PM	3:00 PM						
3:00 PM	3:30 PM						
3:30 PM	4:00 PM						
4:00 PM	4:30 PM						
4:30 PM	5:00 PM						
5:00 PM	5:30 PM						
5:30 PM	6:00 PM						
6:00 PM	6:30 PM						

2ND		Mon	Tue	Wed	Thu	Fri	Sat
7:30 AM	8:00 AM						
8:00 AM	8:30 AM						
8:30 AM	9:00 AM						
9:00 AM	9:30 AM						
9:30 AM	10:00:00						
10:00 AM	10:30 AM						
10:30 AM	11:00 AM						
11:00 AM	11:30 AM						
11:30 AM	12:00 PM						
12:00 PM	12:30 PM						
12:30 PM	1:00 PM						
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4:30 PM	5:00 PM						
5:00 PM	5:30 PM						
5:30 PM	6:00 PM						
6:00 PM	6:30 PM						

3rd		Mon	Tue	Wed	Thu	Fri	Sat
7:30 AM	8:00 AM						
8:00 AM	8:30 AM						
8:30 AM	9:00 AM						
9:00 AM	9:30 AM						
9:30 AM	10:00:00						
10:00 AM	10:30 AM						
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5:30 PM	6:00 PM						
6:00 PM	6:30 PM						

4TH		Mon	Tue	Wed	Thu	Fri	Sat
7:30 AM	8:00 AM						
8:00 AM	8:30 AM						
8:30 AM	9:00 AM						
9:00 AM	9:30 AM						
9:30 AM	10:00:00						
10:00 AM	10:30 AM						
10:30 AM	11:00 AM						
11:00 AM	11:30 AM						
11:30 AM	12:00 PM						
12:00 PM	12:30 PM						
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4:30 PM	5:00 PM						
5:00 PM	5:30 PM						
5:30 PM	6:00 PM						
6:00 PM	6:30 PM						

5TH		Mon	Tue	Wed	Thu	Fri	Sat
7:30 AM	8:00 AM						
8:00 AM	8:30 AM						
8:30 AM	9:00 AM						
9:00 AM	9:30 AM						
9:30 AM	10:00:00						
10:00 AM	10:30 AM						
10:30 AM	11:00 AM						
11:00 AM	11:30 AM						
11:30 AM	12:00 PM						
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3:30 PM	4:00 PM						
4:00 PM	4:30 PM						
4:30 PM	5:00 PM						
5:00 PM	5:30 PM						
5:30 PM	6:00 PM						
6:00 PM	6:30 PM						

Schedule Notes:

- 1 Time Off Requests: 60 Days Notice to Management
- 2 Vacation Request: When 3 Days or more, 90 Day Notice, else, 60 day notice
- 3 Sick Days: Notify General Manager ASAP!
- 4 Management does not intend to prevent you unnecessarily from having time off. However, requests for time off will be reviewed based on a number of factors, including business needs and staffing requirements.
- 5 No one member of the staff can demand of another to switch shifts in the schedule. If pay is similar, and no overtime is incurred, the General Manager will help coordinate shift exchanges as long as it is in the best interest of the Company.
- 6 Our Staff is a Team, if each participates in the workplace as scheduled all benefit. A missed shift will only place an undue burden on others, and may be interpreted by management as self termination.
- 7 Many hands make the workload less burdensome.