

**SAMPLE GENERIC AVAILABILITY AGREEMENT**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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I AM AVAILABLE FOR WORK DURING THE SEASON(S) OF:

\_\_\_ SUMMER    \_\_\_ FALL    \_\_\_ WINTER    \_\_\_ SPRING

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I AM AVAILABLE THE DAYS OF:

\_\_\_ MON    \_\_\_ TUE    \_\_\_ WED    \_\_\_ THU    \_\_\_ FRI    \_\_\_ SAT    \_\_\_ SUN

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I AM AVAILABLE TO WORK THE HOURS OF:

\_\_\_\_\_ AM to \_\_\_\_\_ PM

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I AM AVAILABLE FOR:

\_\_\_ FULL TIME    \_\_\_ PART TIME    \_\_\_ SEASONAL

IF AVAILABLE FOR PART TIME OR SEASONAL WORK, LIST WHY YOU ARE LIMITED TO WORKING PART TIME OR SEASONAL:

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I understand that I may be called work any of the agreed hours listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE SUMMER WORK OFFER FOR EXISTING EMPLOYEES**

To: All Employees

From:

RE: Summer Work Offer

As your program comes to an end, the District may have summer work available for you. Please complete the information below as to your work availability and return to your supervisor by (date specific).

\_\_\_\_\_ I am available for full time summer employment.

\_\_\_\_\_ I am available for part time summer employment.

\_\_\_\_\_ I am interested in taking a personal leave of absence:

Beginning date of leave \_\_\_\_\_

Ending date of leave \_\_\_\_\_

Reason for leave:

\_\_\_\_\_  
\_\_\_\_\_

Leave is approved \_\_\_\_\_ Denied \_\_\_\_\_

I am voluntarily quitting employment effective \_\_\_\_\_

My reason for leaving is: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

## **SAMPLE MEMO TO SUMMER EMPLOYEES**

Dear Employees:

When you were hired several months ago, you indicated you had a prior commitment which would require your attention at the end of the summer. Since it is now August, we will need you to complete the attached form as to your availability for work after September 15, 200\_.

Of you are available for twelve months, full time work, please contact your supervisor by August 20, 200\_.

Since you were hired for a seasonal job, there is no guarantee of continued employment.

Should you have any questions, please contact \_\_\_\_\_.

**SAMPLE REQUEST FOR LEAVE OF ABSENCE**

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

I would like to apply for a leave of absence for the following reason:

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Beginning Date: \_\_\_\_\_  
(First scheduled work day absent)

Date of Return: \_\_\_\_\_  
(First day returned to work)

IT IS MY UNDERSTANDING THAT FAILURE TO RETURN ON THE ABOVE DATE OR TO NOTIFY MY EMPLOYER, IN WRITING, THAT I WISH AN EXTENSION WILL RESULT IN MY SEPARATION.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Social Security #)

Leave of Absence:    Approved \_\_\_\_\_    Disapproved \_\_\_\_\_

\_\_\_\_\_  
(Manager's Signature)

**SAMPLE EMPLOYEE WARNING NOTICE**

Name: \_\_\_\_\_

Location: \_\_\_\_\_

THIS WARNING NOTICE IS BEING GIVEN FOR THE FOLLOWING REASONS:

Date of violation: \_\_\_\_\_ Time of violation: \_\_\_\_\_

Rule, policy or procedure violated:

\_\_\_\_\_

\_\_\_\_\_

Facts of violation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is the \_\_\_\_\_ written warning for this employee.

This warning resulted in suspension of \_\_\_\_\_ days.

Suspended from \_\_\_\_\_ to \_\_\_\_\_. Return to work:

\_\_\_\_\_

Further violations of policies will result in disciplinary action up to and including immediate termination of employment.

EMPLOYEE STATEMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ EMPLOYEE REFUSES TO RESPOND WITH COMMENT

Employee signature \_\_\_\_\_

Manager's signature \_\_\_\_\_

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

**SAMPLE NOTICE OF TERMINATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

THIS NOTICE OF TERMINATION IS BEING GIVEN FOR THE FOLLOWING REASON:

Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Basis for termination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ EMPLOYEE REFUSES TO RESPOND WITH COMMENT.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy mailed to employee: \_\_\_\_\_ Date: \_\_\_\_\_

Copy given to employee: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE VOLUNTARY RESIGNATION FORM**

Please be advised that I, \_\_\_\_\_ voluntarily resign my  
employment with \_\_\_\_\_,  
effective \_\_\_\_\_.  
(Date)

My reason/reasons for resigning is/are:

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

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Social Security #)

\_\_\_\_\_  
(Manager's Signature)

**SAMPLE AVAILABILITY FOR MAINTENANCE WORK BEYOND  
CLOSE OF FACILITY**

Our (identify seasonal facility, i.e. golf course or aquatic facility) will close on \_\_\_\_\_.  
(Date)

We do have additional work for you. Hours of work will vary from ten hours to forty hours per week. Jobs available will be general maintenance such as:

Carpet cleaning, washing walls, painting, make ice rinks, snow plowing, moving furniture.

\_\_\_\_\_ YES - I am available to work up to forty hours per week.

\_\_\_\_\_ YES - I am available for some work:

I am available the days of:

\_\_\_ MON \_\_\_ TUES \_\_\_ WED \_\_\_ THUR \_\_\_ FRI \_\_\_ SAT \_\_\_ SUN

I am available to work the hours of: \_\_\_\_\_ AM to \_\_\_\_\_ PM

I will be out of town the weeks of:

\_\_\_\_\_

\_\_\_\_\_ NO - I am not available for any work because:

\_\_\_\_\_

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Date)

**SAMPLE END OF SEASON AVAILABILITY FORM**

*This form must be returned to your supervisor by August 10, 200\_*

Name: \_\_\_\_\_ Department: \_\_\_\_\_

YES \_\_\_\_\_ I am available for full time work after September 13, 200\_

NO \_\_\_\_\_ I am not available for full time work.

I \_\_\_\_\_ voluntarily quit my employment.

My reason for resigning is:

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My last day of work will be: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)