

Retail Holiday Season Employee Scheduling Form

Please fill out your availability and preferences for the upcoming holiday season. All information helps us make a fair and effective schedule.

Employee Name

Email Address

Position/Role

Please indicate your availability for each day:

Day	Available (Yes/No)	Available Hours	Comments/Notes
Monday	<input type="text"/>	e.g. 9am-5pm	
Tuesday	<input type="text"/>	e.g. 9am-5pm	
Wednesday	<input type="text"/>	e.g. 9am-5pm	
Thursday	<input type="text"/>	e.g. 9am-5pm	
Friday	<input type="text"/>	e.g. 9am-5pm	
Saturday	<input type="text"/>	e.g. 9am-5pm	
Sunday	<input type="text"/>	e.g. 9am-5pm	

Any specific dates you cannot work (please specify)?

Additional Comments or Shift Preferences