

Dear Team Member,

One of our biggest tasks during the outdoor pool season is the scheduling of our 350+ employees. In an effort to make this process as smooth as possible, we are asking that you provide us with your detailed summer schedule as it relates to your availability to work.

Please use the attached sheets to put all times that you are not available to work during the course of the summer. This would include family vacations, camps, driver's ed. and Senior Week. The days that you place on this calendar will be the only days that will be approved for vacation during our operating season so make sure that the days are accurate. Vacations and extended leave must be placed on this sheet in order to be considered. Vacation requests made after availability sheets are turned will not be considered. In addition, any Team Member who requests time off, including vacation leave, acknowledges that CA reserves the right to deny such requests and include the Team Member in the regular schedule.

Once your manager has your summer availability, you will be responsible for your scheduled shifts as they appear on your pool schedule. If you need any additional time off during the summer it will be *your* sole responsibility to find a sub. Any missed shifts will be subject to disciplinary action up to and including termination. If you intend to miss a scheduled shift, you must make your manager aware of the day as well as who your substitute will be in writing so they can make changes to the schedule. If the substitute does not show, you are responsible for the shift, so choose your sub wisely.

By signing below, I acknowledge that I have read and understood the Columbia Association Aquatics Department summer scheduling policy and agree to be fully bound by this.

Seasonal Agreement Reminder:

- Team members who attend school **within 50 miles** of Columbia must be available until at least August 22 and must be available for Labor Day weekend.
 - Team members who attend school **further than 50 miles** away must be available up to 5 days before their classes begin and do not have to return for Labor Day weekend.
- Team members who fail to meet this requirement will forfeit their end of season bonus as well as their right to be rehired in future seasons.

Weekly availability requirement (to be bonus eligible):

- Managers must be available to work an average of 80 hours per pay period.
- Assistant Managers must be available to work an average of 70 hours per pay period.
- Head guards must be available to work an average of 40 hours per pay period.

AGREEMENT

- I have read and understand the above statements
- I certify that the information provided on the following availability Sheets is True and Correct.
- Once my scheduled shifts are posted I am responsible for those shifts, any additional time off during the summer if required, it will be my sole responsibility to find a sub. Any missed shifts will be subject to disciplinary action up to and including termination.

Team Member Name/Date (Print) _____

Team Member Signature _____

Due by Wednesday May 19th 2010

A = Available to Work
N/A = Not Available to Work

Name:
Pool Cluster:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	May31	June01	June02	June03	June04	June05	June06
5:00a							
6:00a							
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	June14	June15	June16	June17	June18	June19	June20
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						May 29	May 30
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	June07	June08	June09	June10	June11	June12	June13
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	June21	June22	June23	June24	June25	June26	June27
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	June05	July06	July07	July08	July09	July10	July11
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	June28	June29	June30	July01	July02	July03	July04
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	July12	July13	July14	July15	July16	July17	July18
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Schedule Period 2

A = Available to Work
N/A = Not Available to Work

Name:
Pool Cluster:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	July 19	July 20	July 21	July 22	July 23	July 24	July 25
5:00a							
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7:00p							
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9:00p							

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Aug. 02	Aug. 03	Aug. 04	Aug. 05	Aug. 06	Aug. 07	Aug. 08
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7:00a							
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	July 26	July 27	July 28	July 29	July 30	July 31	Aug. 01
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Aug. 09	Aug. 10	Aug. 11	Aug. 12	Aug. 13	Aug. 14	Aug. 15
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Schedule Period 3

A = Available to Work
N/A = Not Available to Work

Name:
Pool Cluster:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Aug. 16	Aug. 17	Aug. 18	Aug. 19	Aug. 20	Aug. 21	Aug. 22
5:00a							
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Aug. 23	Aug. 24	Aug. 25	Aug. 26	Aug. 27	Aug. 28	Aug. 29
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7:00a							
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Aug. 30	Aug. 31	Sep. 01	Sep. 02	Sep. 03	Sep. 04	Sep. 05
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6:00a							
7:00a							
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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Sep. 06	Sep. 07	Sep. 08	Sep. 09	Sep. 10	Sep. 11	Sep. 12
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6:00a							
7:00a							
8:00a							
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Schedule Period 4

A = Available to Work
N/A = Not Available to Work

Name:
Pool Cluster: