EXAMPLE OF HOW TO FILL IN THE RETAINED AVAILABILITY CHART

USING 24HR CLOCK

Example showing hours of availability

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | WEEK 1 | hours | WEEK 2 | hours | WEEK 3 | hours | WEEK 4 | hours |
| MON | 0001 - 0700 | 7 | 0001 - 1500 | 15 | 0001 - 2300 | 23 | 0001 - 2359 | 24 |
|  |  |  |  |  |  |  |  |
| 1700 - 2359 | 7 |  |  |  |  |  |  |
| TUES | 0001 - 0700 | 7 | 0001 - 1500 | 15 | 0800 - 2300 | 15 | 0001 - 2359 | 24 |
|  |  |  |  |  |  |  |  |
| 1700 - 2359 | 7 |  |  |  |  |  |  |
| WED | 0001 - 0700 | 7 | 0001 - 1500 | 15 | 0800 - 2300 | 15 | 0001 - 0700 | 7 |
|  |  |  |  |  |  | 1200 - 1400 | 2 |
| 1700 - 2359 | 7 |  |  |  |  | 2200 - 2359 | 2 |
| THURS | 0001 - 0700 | 7 | 0001 - 1500 | 15 | 0800 - 2300 | 15 | 0001 - 0700 | 7 |
|  |  |  |  |  |  | 1200 - 1400 | 2 |
| 1700 - 2359 | 7 |  |  |  |  | 2200 - 2359 | 2 |
| FRI | 0001 - 0700 | 7 | 0001 - 2359 | 24 | 0800 - 2359 | 15 | 0001 - 0700 | 7 |
|  |  |  |  |  |  | 1200 - 1400 | 2 |
| 1500 - 2359 | 9 |  |  |  |  | 2200 - 2359 | 2 |
| SAT | 0001 - 2359 | 24 | 0001 - 2359 | 24 | 0001 - 2359 | 24 | 0001 - 0700 | 7 |
|  |  |  |  |  |  |  |  |
|  | **EXAMPLE** |  |  |  |  | 2000 - 2359 | 4 |
| SUN | 0001 - 2359 | 24 | 0001 - 1500 | 15 | 0001 - 2359 | 24 | 0001 - 0700 | 7 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 2000 - 2359 | 4 |
|  | TOTAL | 120 | TOTAL | 123 | TOTAL | 131 | TOTAL | 103 |