

REQUEST FOR CHANGE TO SCHEDULE (Shift Exchange)

NAME:

POSITION:

DEPT:

TODAY'S DATE:

(DD/MM/YYYY)

I am requesting the following change to my work schedule:

	NAME	SCHEDULED SHIFT	DATE	NEW SHIFT	NEW SHIFT DATE
*	Please ensure same skill set.	<i>ie: 'D' or 'd8'</i>	<i>ie: DD/MM/YY</i>	<i>ie: 'D' or 'd8'</i>	<i>ie: DD/MM/YY</i>
1					
2					
3					
4					

1. Staff Requesting Change - Signature

2. Staff Agreeing to Trade - Signature

I request to use the following bank for paid time. You must have the appropriate amount of time in your bank.

- Vacation Time** (Full Time Staff Only)
- Bank Time** (Full Time & Part Time Staff)
- Stat Time** (Full Time Staff Only EXCULDING DDNN)

3. Staff Agreeing to Trade - Signature

Comment:

4. Staff Agreeing to Trade - Signature

Note Request is not approved until Manager's approved.

Request Approved

Request Denied

For Staffing Office Use

On Schedule

In QHR

Manager's Signature

Note By signing this form; It is understood by staff that this shift exchange will not incur overtime.