



APPLICATION FOR TRANSFER TO CASUAL STATUS FORM



In order to apply for approval to transfer to Casual Status, all employees must complete an Application to Transfer to Casual Status Form and submit it to your Manager. Approval must be received prior to your requested transfer date. Please provide as much notice as possible. This Form is confidential and will remain on the personnel file.

PART A

Employee Name: _____
Job Title: _____
Employee Number: _____ Full-time Part-time
Department: _____ Manager: _____

PART B

I request to transfer to Casual Status on _____ (date)

Please provide information indicating why you are requesting a transfer to Casual Status:

Employee's Signature: _____ Date: _____

This section is to be completed by the Manager, in consultation with Human Resources.

PART C

Transfer to Casual Status Approved?

Yes Date of transfer: _____

No Reason: _____

Comments/Follow-up: _____

Manager Approval: _____ Date: _____

Manager Notified Staffing: _____ (date) cc HR and Payroll