



REQUEST FOR A VOLUNTARY SHIFT EXCHANGE FORM



In order to apply for a Voluntary Shift Exchange, all employees must complete an Application for a Voluntary Shift Exchange Form and submit it to your Manager. Approval must be received prior to initiating a voluntary shift exchange. 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 a Voluntary Shift Exchange on the following dates:

Total shifts: _____

Please provide information indicating what shifts you are exchanging:

Who are you exchanging shifts with?

Employee's Signature: _____ Date: _____

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

PART C

Voluntary Shift Exchange Approved?

Yes Number of Voluntary Shift Exchanges Approved: _____

No Reason: _____

Comments/Follow-up: _____

Manager Approval: _____ Date: _____

Manager Notified Staffing: _____ (date) cc HR