

Shift Change Request Form

Purpose

This form is to be used whenever an employee is requesting to change shifts.

Procedure

- a. Requests for change will not be approved for the sole purpose of extending scheduled days off and such requests may result in disciplinary action.
 - b. Schedule change requests must not result in an employee working in excess of 16 consecutive hours.
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Employee Name: _____ **Date:** _____

Current Shift: _____ **Requested Shift:** _____

Reason for Shift Change:

- ☐ School
- ☐ Scheduling Conflicts
- ☐ Babysitting Issues
- ☐ Personal

Other : _____

Approval/Denial

- ☐ Approved
- ☐ Denied

Supervisor: _____ **Date:** _____

Manager: _____ **Date:** _____

Date of Change: _____