# Shift Swap Request Form

Both employees must complete and sign this form. Submit it to your supervisor at least [48] hours before the earlier shift. A swap is not approved until the supervisor signs and the schedule is updated. Until then, you are responsible for working your original shift.

## EMPLOYEE REQUESTING THE SWAP

**Name**

**Employee ID**

**Job title / skill or queue**

**Team / supervisor**

**Shift being given away: date**

**Shift being given away: start and end time**

**Location / department**

## EMPLOYEE ACCEPTING THE SHIFT

**Name**

**Employee ID**

**Job title / skill or queue**

**Team / supervisor**

**Type of swap**

☐ Two-way trade (each works the other's shift) ☐ One-way pickup (no shift given back)

**Shift being given in return: date**

**Shift being given in return: start and end time**

## REASON (OPTIONAL)

**Reason for request (you do not have to give medical or personal details)**

## EMPLOYEE AGREEMENT

- ☐ We are making this swap voluntarily, at our own request, and nobody asked or required us to.
- ☐ We understand that once approved, each of us is responsible for the shift we have agreed to work, and attendance rules apply to that shift.

Requesting employee signature

Date

**Date**

Accepting employee signature

Date

**Date**

## SUPERVISOR CHECK

**Accepting employee is trained and certified for the shift's role, skill or equipment**

☐ Yes ☐ No

**Projected weekly hours for each employee after the swap**

**Swap creates overtime for either employee**

☐ No ☐ Yes, approved ☐ Yes, not approved

**Minimum rest between shifts met (for example no close-then-open)**

☐ Yes ☐ No

**Minor work-hour limits checked (if either employee is under 18)**

☐ Not applicable ☐ Checked, compliant

**Coverage and skill mix still meet the staffing plan**

☐ Yes ☐ No

**Decision**

☐ Approved ☐ Denied

**Reason if denied**

**Supervisor name**

Supervisor signature

Date

**Date and time of decision**

- [ ] Schedule and timekeeping system updated