

## Shift Trade / Exchange With-in Worksite

We, \_\_\_\_\_ and \_\_\_\_\_  
are requesting a shift trade/exchange.

\_\_\_\_\_ will work \_\_\_\_\_ shift on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ .

\_\_\_\_\_ will work \_\_\_\_\_ shift on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ .

### Short Term Temporary Switch Guidelines With-in Worksite:

Position Trades/Shift Exchanges are covered by the collective bargaining agreement, Article 28, Work Week and Work Scheduling, Section 7.

Staff may switch shifts or portions of shifts and days off. Conclusion of the switch must occur within a one (1) week schedule if on an alternate schedule and within a two (2) week period, fourteen (14) days if on an eight (8) hour schedule. **No overtime costs will be included** when switching of shifts is approved.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Manager

\_\_\_\_\_  
Date