



EXCHANGE OF DUTY REQUEST

There may be, on occasion an employee may have a valid reason to request an exchange of duty shifts. Exchange of duty shifts will be requested using the form below and submitted to the shop manager.

Individuals requesting an exchange of duty shift must have the same qualifications and capable of fulfilling the requirement of the shift they will be working. An exchange of duty shift WILL NOT result in unscheduled overtime pay.

Date of Request: _____

Name of Requestor: _____, _____, Shop assigned: _____
(Last) (First) (Shop Name)

I am requesting an exchange of duty shift with _____, _____,
(Last) (First)
who is assigned to the _____ shop and will work my scheduled shift at the
(Shop Name)
_____ shop on _____ from _____ to _____
(Shop Name) (Day of Week) (Date) (Time) (Time)

I will reciprocate and work _____ from _____ to _____
(Day of Week) (Date) (Time) (Time)
at the _____ shop for the person named above.
(Shop Name)

I understand that failure to report for duty as stated above will result in disciplinary action up to and including termination.

Requestor: _____ **Exchange Partner:** _____
Signature Date Signature Date

Manager's Recommendation: Approval ___ Disapproval ___ _____

Comments: _____
Signature Date

Final Decision: Approval ___ Disapproval ___
Signature Date

Comments: _____