



11/05

### Shift Trading / Replacing Request Form

Once the schedule is posted, staff members are required to find their own replacement if they want to trade a shift or have a conflict with the shift and cannot work.

The trade request:

- 1. Must be made in writing on this form and signed by both parties.
- 2. Must be approved in advance of the shift by a supervisor or staffing assistant.
- 3. May be denied if the trade causes either party to work overtime or it causes inadequate staffing (for example, a Med Aide trading with a Nurse Aide).
- 4. Must be completed for each shift traded or replaced. Today's date: \_\_\_\_\_

\_\_\_\_\_ agrees to work \_\_\_\_\_ for \_\_\_\_\_  
 Name Date / shift Name

\_\_\_\_\_ agrees to work \_\_\_\_\_ for \_\_\_\_\_  
 Name Date / shift Name

\_\_\_\_\_/\_\_\_\_\_  
 Signatures & Date

APPROVED    DISAPPROVED \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Supervisor

Reason not approved (not required) \_\_\_\_\_



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