

# REQUEST TO CHANGE WORK SCHEDULE

THIS INFORMATION MUST BE POSTED IN THE CREW SCHEDULE BOOKS

It is the responsibility of the employees involved to verify that the changes herein have been posted in the appropriate crew schedule books and that no overtime will be involved.

The following requested exchange in work schedules is between:

Name (1): \_\_\_\_\_ Emp #: \_\_\_\_\_ Reg. Shift: \_\_\_\_\_ Reg. Days Off \_\_\_\_\_

Name (2): \_\_\_\_\_ Emp #: \_\_\_\_\_ Reg. Shift: \_\_\_\_\_ Reg. Days Off \_\_\_\_\_

The following exchange in work schedules is requested:

Name (1): \_\_\_\_\_ will work for, Name (2): \_\_\_\_\_

Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Location: \_\_\_\_\_

Name (2): \_\_\_\_\_ will work for, Name (1): \_\_\_\_\_

Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Location: \_\_\_\_\_

Name (1) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (2) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*Each affected employee's supervisor must sign this form before "CS" can be approved.*

**Back-to back shift meal period. Circle first or second eight hours then initial next to option accepted, no selection made will result in 15.5 hours paid.**

\_\_\_\_\_ I will forego one of my half-hour meal periods on my first or second eight hour period.

\_\_\_\_\_ I will take both my half-hour meal periods and accept 15.5 hours pay.

ONLY ORIGINAL CS REQUEST FORMS WILL BE ACCEPTED BY PAYROLL

*Note: In the event the CS involves a back-to-back shift assignment with a half-hour overlap or less, the employee agrees to forego one half-hour meal period to receive the full 16.0 hours REG pay.*

*Note 2: Hours from badge-in to badge-out must encompass at least 16.5 hours. Employees who exceed more than 16.5 hours will receive only 16.0 hours REG unless OT was approved by management.*

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