FILLED-IN EXAMPLE — the people and dates are illustrative

Shift coverage request

For handing one of your scheduled shifts to a coworker. The shift stays yours until a manager approves the change. If you are sick or need leave, tell your manager instead; you don't need this form.

1. The shift (filled in by the employee asking)

Your name	Jordan K.	**Role**	Barista
Shift date	Saturday, January 16, 2027	**Asked on**	Tuesday, January 12, 2027
Start	10:00 AM	**End**	4:00 PM
Shift length	6 hours	**Note (optional)**	Family event out of town

2. The person who will cover

A volunteer is not approved cover. Write down who offered, then let the manager check.

Volunteer's name	Priya S.	**Signature**	Priya S.
Can do this role	☒ Yes ☐ No	**Clashes with another shift**	☐ Yes ☒ No
Within their availability	☒ Yes ☐ No		

3. Hours that week (manager checks)

Person	Scheduled hours before	Change	Hours after	Their weekly limit
Jordan K.	38.0	−6.0	32.0	40
Priya S.	30.0	+6.0	36.0	40

If the hours after reach the volunteer's weekly limit, or an overtime threshold that applies to them, decide that before approving rather than after payroll.

4. Decision (manager)

Decision	☒ Approved ☐ Denied ☐ Withdrawn by employee
Decided by / date	Ana P., Wednesday, January 13, 2027
Schedule updated	☒ Yes
Both people told	☒ Yes

Free template from zchedule.app/resources. Adapt it to your team; it is not legal advice.