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		**Role**	
Shift date		**Asked on**	
Start		**End**	
Shift length		**Note (optional)**	

2. The person who will cover

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

Volunteer's name		**Signature**	
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

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Decision	☐ Approved ☐ Denied ☐ Withdrawn by employee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	
Schedule updated	☐ Yes
Both people told	☐ Yes

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