Shift swap request form: filled-in example

Illustrative example.

Employee A

Name and role	Ana, server
Shift given up (date, start, end)	Saturday 16:00-23:00 (7 h)

Employee B

Name and role	Ben, server
Shift given up, or none	Tuesday 10:30-15:30 (5 h)

Checks

Hours this week before / after: A	33.0 / 31.0
Hours this week before / after: B	36.0 / 38.0
Rest before and after each person's new shift	Ana: No other shift on Tuesday. Ben: Sunday 10:30 lunch: 11.5 h rest after Saturday close
Both can do the role (yes/no)	Yes

Agreement and decision

Employee A initials / date	A.R. / Mon
Employee B initials / date	B.T. / Mon
Manager decision and reason	Approved: both under 40 hours, Ben has 11.5 h rest before Sunday
Schedule updated on	Monday