Shift swap request form

Both employees fill in their part and initial it. The swap isn't final until a manager approves it and the schedule shows it.

Employee A

Name and role _____

Shift given up (date, start, end) _____

Employee B

Name and role _____

Shift given up, or none _____

Checks

Hours this week before / after: A _____

Hours this week before / after: B _____

Rest before and after each person's new shift _____

Both can do the role (yes/no) _____

Agreement and decision

Employee A initials / date _____

Employee B initials / date _____

Manager decision and reason _____

Schedule updated on _____