

Shift Flex Request Form

Name:	Date:
Unit:	Skill:

Criteria for Approval

Shift Date Exchange:

- Must be within the same pay period
- Provide up to 3 alternate workdays (ranked in order of preference)
- Weekend shift exchange requests must trade for another weekend shift
- Request will be denied if no alternate shift available that would result in overage or skill mix conflict
- Request may be denied based on pre-scheduled activities, education, meetings, etc.
- Cannot trade a pre-scheduled Stat day, but can trade another shift to work a Stat day
- May be scheduled on other units for entire/part shift

Shift Type Exchange:

- May be scheduled on other units for entire/part shift
- Request will be denied if no alternate shift is available that would not result in an overage
- Request may be denied based on pre-scheduled activities, education, meetings, etc.

Short Shift Exchange:

- One short shift exchange request allowed per scheduling period
- May be scheduled on other units for entire/part shift
- Request may be denied based on pre-scheduled activities, education, meetings, etc.

Please note: Flex Requests will be evaluated each scheduling cycle and approved for a maximum duration of two consecutive scheduling periods.

Shift Date Exchange ☐	Shift Type Exchange ☐	Short Shift Exchange ☐
Original Shift Date:		Shift Type: Days ☐ Evenings ☐ Nights ☐
Preference 1:		
Preference 2:		
Preference 3:		



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Shift Date Exchange ☐		Shift Type Exchange ☐		Short Shift Exchange ☐	
Original Shift Date:			Shift Type: Days ☐ Evenings ☐ Nights ☐		
Preference 1:					
Preference 2:					
Preference 3:					
Shift Date Exchange ☐		Shift Type Exchange ☐		Short Shift Exchange ☐	
Original Shift Date:			Shift Type: Days ☐ Evenings ☐ Nights ☐		
Preference 1:					
Preference 2:					
Preference 3:					

Staffing Office Use Only

Confirm that employee does not have any prescheduled activities, meetings, education, etc. ☐	
Reviewed By:	Date:
Comments:	
Copy to Staff ☐	QHR ☐ Staff Schedule ☐