

## Shift Exchange Agreement

Date Submitted:

### Criteria for Approval

- Shift exchange agreement is between two or more employees
- Must be the equivalent skill mix
- Agreement can be for a specified time frame (e.g. 3 months) or longer term with an annual review
- Agreement can be ended by any employee with a minimum notice of two full pay periods
- Shifts will be modified if required for mandatory training

Employee 1 Name:	Employee 2 Name:	
Skill:	Skill:	
Scheduled Hours	Scheduled Hours	
Shift Type: Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/>	Shift Type: Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/>	
Changed to	Changed to	
Shift Type: Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/>	Shift Type: Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/>	
Start Date:	End Date:	
Staff Signature:	Staff Signature:	
Manager Signature:	Date:	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	
Comments:		
Copy to Staff <input checked="" type="checkbox"/>	QHR <input type="checkbox"/>	Staff Schedule <input type="checkbox"/>