| **Employee 1 name** |  | **Employee 2 name** |  |
| --- | --- | --- | --- |

| **Employee 1’s shift:** (as it currently appears on the rota) |  | **Employee 2’s shift:**  (as it currently appears on the rota) |  |
| --- | --- | --- | --- |

| **Shift date:** |  | **Shift date:** |  |
| --- | --- | --- | --- |
| **Start time:** |  | **Start time:** |  |
| **End time:** |  | **End time:** |  |

| **Signed:** | **Signed:** |
| --- | --- |

N.B. Forms must be signed by both parties for requests to be considered.

### **For managerial use:**

| **Approved by:** |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |