

Shift Swap Request Form

To be completed by both employees and signed by a manager

Employee 1 name	Andy Smith	Employee 2 name	Alice Kahn
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Employee 1's shift:
(as it currently appears on the rota)

Employee 2's shift:
(as it currently appears on the rota)

Shift date:	15 November 2023	Shift date:	23 November 2023
Start time:	09:00	Start time:	10:30
End time:	14:00	End time:	16:00

Signed: ASmith

Signed: A.Khan

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

For managerial use:

Approved by:	Mandy Smith
Signed:	M. Smith
Date:	12 November 2023