

Exchange of Day Off Form

(Three [3] copies required – one [1] for each employee and one [1] for dispatch)

- (1.) The exchange of day off form must be properly completed and signed by both employees involved in the exchange. Incomplete forms will not be accepted by dispatch.
- (2.) The exchange form must be submitted to the supervisor 24 hours prior to the start of the work involved by the employee working the exchange.
- (3.) The scheduled employee will be paid as if he/she had worked the shift and the scheduled employee accepts full responsibility for the financial remuneration of the exchange employee.
- (4.) Hours worked during an employee exchange **will not** accrue overtime.

Exchange Employee _____ agrees to work
on _____ for scheduled employee _____
Day Date

Signatures: _____
Exchange Employee Scheduled Employee

Date of Agreement: _____ Request Granted
Authorized Signature: _____ Request Denied

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