

Tue

1

January

New Year's Day

IMPORTANT INFORMATION FROM YOUR MANAGEMENT TEAM ABOUT THIS SHIFT

AM

PM

JANUARY 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SCHEDULE REQUESTS

Don't forget: a request is just that - a request



EMPLOYEE NAME	EMPLOYEE'S DEPARTMENT	PLEASE PROVIDE REASON FOR YOUR REQUEST	DATE EMPLOYEE ENTERED THIS REQUEST	MANAGER SIGNATURE
NAME	DEPARTMENT	REASON	DATE ENTERED / /	MGR SIGNATURE
NAME	DEPARTMENT	REASON	DATE ENTERED / /	MGR SIGNATURE
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**COMMLOG
REQUEST OFF LOG
8.5" X 11"**

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