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		

SHIFT CHANGE REQUEST

Manager approval required

NAME OF EMPLOYEE ORIGINALLY SCHEDULED FOR THIS SHIFT	INITIALS	NAME OF EMPLOYEE WHO IS PICKING UP THIS SHIFT	INITIALS	SHIFT START TIME	DATE EMPLOYEE ENTERED THIS SWITCH	MANAGER SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME				
NAME	INITIALS	NAME				
NAME	INITIALS	NAME				
NAME	INITIALS	NAME				
NAME	INITIALS	NAME				
NAME	INITIALS	NAME			/ /	
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
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NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE
NAME	INITIALS	NAME	INITIALS	START TIME	DATE ENTERED / /	MGR SIGNATURE

COMMLOG
SWITCH SHIFT LOG
8.5" X 11"

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