JANUARY						
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						

IMPORTANT INFORMATION FROM YOUR MANAGEMENT TEAM ABOUT THIS SHIFT

AM

PM

January 1 Fri

New Year's Day

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*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*		
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*
NAME	*DEPARTMENT*	*REASON*	*DATE ENTERED* / /	*MGR SIGNATURE*

COMBINED REQUEST OFF / SWITCH SHIFT LOG

1 PAGE PER DAY

ROOM FOR 22 REQUESTS AND 19 SCHEDULE CHANGES

8.5" X 14"

JANUARY						
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						

IMPORTANT INFORMATION FROM YOUR MANAGEMENT TEAM ABOUT THIS SHIFT

AM

PM

January 1 Fri

New Year's Day

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*	*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*
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*