



SHIFT SWAP FORM

2019

Due to the abundance of shift swapping, I will need the following form filled out for any shifts.

Original Date: _____

Original Station: _____

To Date: _____

To Station: _____

Personnel requesting switch: _____

Personnel accepting switch: _____

Approved by: _____

Unit number: _____

If you are asking for a swap and it will put you or the person swapping with you, on a 72 hour shift, the swap will not be approved.

If you are the one asking for the shift swap, you will turn the form into the office or supervisor and we will fax or email to the person accepting the swap. This form must come to the office or supervisor before it goes to the person accepting. If you request a swap, it needs to be done within a week of the swap to be sure both parties sign the form. Any swap at the last minute will be for emergencies only and needs to be approved by supervisor on duty, the on duty supervisor will sign the form and turn it into the office on Monday morning. Thank you for your cooperation on this matter.