

TOPIC: Administration	SUBJECT: Request for Shift Change (Form)	Code: AD172
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PURPOSE: The “Request for Shift Change” forms exist to allow any employee the opportunity to adjust their scheduled hours of work because they need a specific time off. (With regard to casual staff, these are hours they have signed up for.) This confirms that the agency is still meeting the staffing requirements of the people we support.

PROCEDURE:

The employee requests to change support hours with another employee. Both parties agree to the scheduling changes. This may be done by either switching hours or days with each other. For example:

- Hours - employees scheduled to work 8:00 a.m. to 3:00 p.m. switches with staff working 3:00 p.m. to 10:00 p.m. Both staff are still working seven (7) hours.
- Days - employee scheduled to work Tuesday 9:00 a.m. to 1:00 p.m. switches with staff working Thursday 9:00 a.m. to 1:00 p.m.

A **Request for Shift Change** form is completed by both staff requesting the change and the staff taking the hours.

NOTIFICATION:

1. The **Request for Shift Change** form must be submitted to the Manager at least three (3) working days prior to the day of the schedule change. Once approved, the Manager will provide a copy of the **Request for Shift Change** form to both parties involved.
2. The Manager will give the **Request for Shift Change** form to the Scheduling/Operational Assistant. If the Manager makes the changes on the schedules and notifies On-Call of the changes, they will initial the applicable areas on the form. The Manager may assign changing the schedules and notification to On-Call to the Scheduling/Operational Assistant. Where the Scheduling/Operational Assistant is assigned these duties, she will initial the pertinent areas when completed.

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DENIAL OF REQUEST:

1. An employee may have their request for schedule change denied and will be notified on the **Request for Shift Change** form. The reasons why the request could not be approved will be provided.
2. All full-time and part-time staff are to ensure that they are working the number of hours required of their position (i.e., full-time 36 hours and part-time 29 hours).