POSITIVE WORK YEAR EMPLOYEES
REQUEST TO EXCHANGE WORK DAYS

Date: _________________  Employee Name: _________________________________

Work Site: _________________________________

I am requesting the following dates to be changes from work days to non-work days:

Dates: _________________________________  # of days: __________

I will be working the following days in exchange for the above dates:

Dates: _________________________________  # of days: __________

Employee Signature:  _________________________________

Date: _________________

Supervisor Signature:  _________________________________

Date: _________________

Asst. Supt. of Human Resources Signature:  _________________________________

Date: _________________

This request must be completed and submitted to Human Resources 10 days prior to the requested exchanged work date(s).