

**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).**