# Shift Change Requests

Please download this form, fill it out, and [email it to Katie](mailto:hartkm@uhcl.edu?subject=Shift%20Change%20Request%20Form%20).

Shift changes can be made for non-emergency reasons; however, please make every effort to find someone to cover your shift before you request time off. Please make all arrangements at least one week in advance of the date of the change, including getting approval from the director. (In the event of sickness or emergency, please call the director as soon as possible.)

Please be sure you have received an email approving your request before you make arrangements to take the time off.

## Basic Information

* Name: Enter your name here
* Shift in Question:
  + Day: From Choose a date to Choose a date
  + Number of Hours: Choose an item.
* Reason for Request: Enter reason for request

## Proposed Change

### Trading Shifts

* Trade with another tutor/receptionist
* Tutor/Receptionist Name: Enter name here
* Shift to be traded:
  + Day: From Choose a date to Choose a date
  + Number of Hours: Choose an item.

### Taking Hours Off with No Pay

* Take hours off with no pay (only if you cannot find someone to replace you.)

**Approved by Travis or Katie: Yes  No**