



REQUEST FOR MUTUAL SCHEDULE EXCHANGE

MEMBER #1

Date: _____

Station: _____

I, _____, request a mutual schedule exchange on _____
(Name, title) (Date, tour, time)
and agree to work for _____ on _____.
(Name, title) (Date, tour, time)

I understand that if I fail to report for duty on the date stipulated, the absence will be charged to me and I will be restricted from participating in mutual schedule exchanges for a minimum of 30 days.

Signature of Member #1

Date

MEMBER #2

Date: _____

Station: _____

I, _____, request a mutual schedule exchange on _____
(Name, title) (Date, tour, time)
and agree to work for _____ on _____.
(Name, title) (Date, tour, time)

I understand that if I fail to report for duty on the date stipulated, the absence will be charged to me and I will be restricted from participating in mutual schedule exchanges for a minimum of 30 days.

Signature of Member #1

Date

SUPERVISOR #1 ENDORSEMENT

☐ Approved ☐ Denied

Name/Rank of Immediate Supervisor

Signature of Immediate Supervisor

Date

SUPERVISOR #2 ENDORSEMENT

☐ Approved ☐ Denied

Name/Rank of Immediate Supervisor

Signature of Immediate Supervisor

Date

DIRECTIONS:

- Both members are to complete their part of this form and ensure that the form is signed and dated.
- Upon completion, **forward/fax the form to each member's immediate supervisor for approval.**
- If both members are assigned to the same location, only one supervisory endorsement is required.