

Request to Exchange Shift(s) for Vacation or Lieu (ONA Employees)

Requesting Employee Information

Employee Name: _____

Employee Number: _____

Department: _____

I am currently scheduled to work: _____

Date (YYYY/MM/DD)

to

Scheduled Hours

I will be taking (*You must take from a vacation, lieu or overtime bank*):

Vacation _____

Lieu _____

Banked Overtime _____

By signing I acknowledge I have sufficient accrual bank balance to cover the exchange.

Employee Signature

Date

Accepting Employee Information

Employee Name: _____

Employee Number: _____

Department: _____

By signing I acknowledge that I am accepting the shift above.

Employee Signature

Date

IT IS UNDERSTOOD THAT THIS EXCHANGE WILL NOT RESULT IN OVERTIME

Department Manager

Manager Signature

Date

People Services Centre

Date received in PSC

Updated in ESP

PSC Signature

Date