

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