

Shift swap request form

Free shift swap request form template in PDF and Excel. Records who is giving up the shift, who is covering it, and the manager approval that makes it official.

VENUE / SITE

DATE OF REQUEST

SHIFT BEING GIVEN UP

Name of employee giving up the shift

Role / section

Date of shift

Shift start and finish time

Reason for the request

COVER – TO BE COMPLETED BY THE PERSON TAKING THE SHIFT

Name of employee taking the shift

Role / section

Am I trained for this section? (Y/N)

Hours I am already rostered this week

Signature

Date signed

MANAGER APPROVAL

Does the swap keep the section covered?
(Y/N)Does it push either person over their hours?
(Y/N)Is the minimum rest gap between shifts
kept? (Y/N)

Approved / declined

Manager name

Manager signature

Rota updated on (date)

A swap is not agreed until a manager has signed this form. A message between two staff members does not change the rota.

The person taking the shift signs before the manager approves – never the other way round.

File completed forms until the pay period is closed so hours queries can be settled from the paperwork.