



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
<b>Subject:</b>	Shift Trades
<b>Reference Number:</b>	ADM 02-003
<b>Effective Date:</b>	21-Jul-04
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

The purpose of this policy is to establish a standardized method for requesting shift trades.

**Policy:**

If an employee wishes to trade a shift, it is the responsibility of the employee to make the arrangements.

The trade can not be made prior to sixty (60) days of the effective date and must be returned no more than sixty (60) days from that date.

No shift trades will be allowed with less than one-week notice.

No more than two (2) shift trades per month will be approved per employee.

The employee must fill out the shift trade form and submit for approval to the Assistant Chief in charge of scheduling. The Assistant Chief will approve or deny the request and a photo copy will be placed in the employee's mailbox. If the trade was approved, a copy will also be placed in the shift captain's mailbox for his/her notification.

In the event that a shift trade involves an employee whose employment terminates, the request is void. If the employee wishes to still have that date off, another shift trade must be arranged and approved as above.

Once a trade has been approved, that shift can not be traded again.