

***Wintergreen Fire and Rescue  
Shift Trade Form***

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Month Requested Trade: \_\_\_\_\_

Day(s) Requested Trade: \_\_\_\_\_

Hours Requested Trade: \_\_\_\_\_

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I wish to exchange shift with: \_\_\_\_\_

I will work for them on: \_\_\_\_\_

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Reason for Trade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

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**Approved**

**Denied**

Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_

Assistant Chief Signature: \_\_\_\_\_