

National Aviation Services

Shift Trade Request Form

Please note this is a REQUEST ONLY. Shift trades are not approved until you have both signatures required (Supervisor, Station Mgr).All trades must be within the same work week and cannot result in Overtime

Station: _____

Employee Name requesting Trade: _____

Employee ID: _____

Date (s) requesting trade and shift:

Date of Trade	Shift	Employee Accepting trade

APPROVAL BY:

Station Manager: Approved: Denied:

SIGNED: _____

Supervisor: Approved: Denied:

SIGNED: _____



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