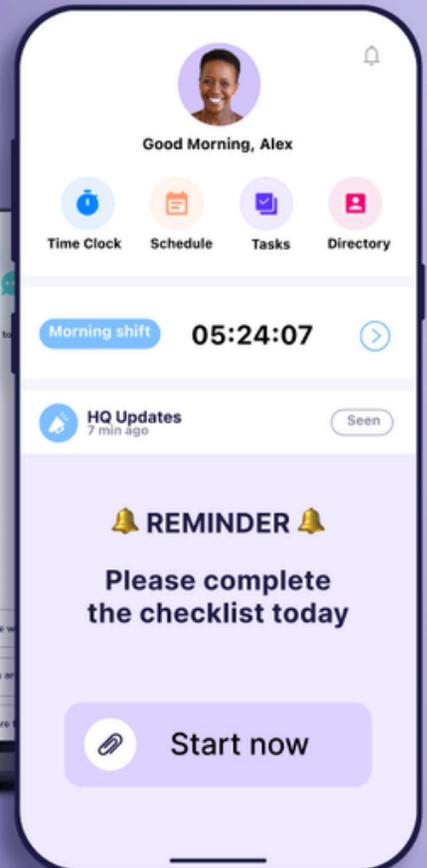
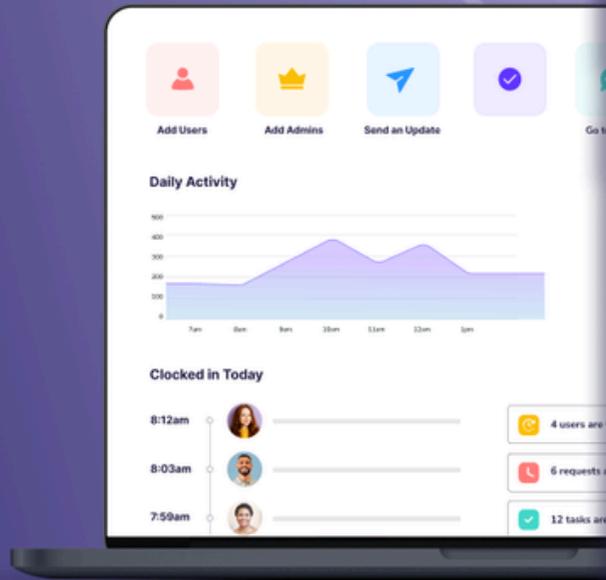


Schedule Change Request Form Template

Use our schedule change request form as a starting point to customize yours to fit your business.



Schedule Change Request Form

The schedule change request form is designed to facilitate the process of requesting changes to an employee's work schedule.

This form ensures that all necessary information is captured, enabling managers and HR personnel to evaluate and approve or deny schedule change requests systematically.

Proper documentation helps maintain clear communication and effective workforce management.

Schedule Change Request Form

Date of Request: _____
Employee Name: _____
Employee ID: _____
Department: _____
Supervisor/Manager: _____

Details of change request:

Reason for the request:

- Request for a one-off change
- Request for permanent change

Impact on Work and Coverage

How will this change affect your work responsibilities?:

Proposed solution for coverage during the requested hours/days:



.....

Employee's signature

Schedule change request is:

- Approved
- Denied

.....

Manager's Signature: _____

HR Representative's Signature: _____

Date: _____