

Sheriff Schedule Change Request Form

Submit this completed form to request a schedule change.

Employee Name	
ID Number	
Department	
Submission Date	
Requestor	
Schedule Template Name	
Schedule Start Date	
Rotation Week at Start	

Directions:

1. Review the schedule templates on the subsequent pages and pick your preferred schedule.
2. Using the chart above, input the appropriate information. Keep in mind that all items need to be completed, or your schedule change will not be activated.
3. Submit this page to your manager for review. Keep in mind that the schedule change will only happen upon approval by your manager.

NOTE: The numbers in the cells represent shift start times in 24-hour mode. Actual schedules found in MCtime will be modified to assure hours are awarded on the day in which the preponderance of the hours are scheduled.

Processed By: _____ Date: _____

Reviewed By: _____ Date: _____

Notified By: _____