

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: _____



Sheriff Department Schedule Change Form

Schedule Template Name is displayed at the top of each schedule template.

RO8 DOMV SHF 5WK												
Week	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
1	RSDO	22:00	6:00	22:00	6:00	22:00	6:00	22:00	6:00	22:00	6:00	RSDO
2	RSDO	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	RSDO
3	RSDO	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	RSDO
4	RSDO	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	RSDO
5	RSDO	5:30	13:30	5:30	13:30	5:30	13:30	5:30	13:30	5:30	13:30	RSDO

RO10 SHF DOMV 13WK														
Week	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
1	RSDO		RSDO		15:00	1:00	15:00	1:00	15:00	1:00	RSDO		15:00	1:00
2	15:00	1:00	15:00	1:00	RSDO		RSDO		RSDO		15:00	1:00	15:00	1:00
3	15:00	1:00	15:00	1:00	RSDO		RSDO		RSDO		5:30	15:30	5:30	15:30
4	5:30	15:30	5:30	15:30	RSDO		RSDO		RSDO		5:30	15:30	5:30	15:30
5	5:30	5:30	15:30	15:00	RSDO		RSDO		15:00	1:00	15:00	1:00	RSDO	
6	RSDO		RSDO		15:00	1:00	15:00	1:00	15:00	1:00	15:00	1:00	RSDO	
7	RSDO		RSDO		5:30	15:30	5:30	15:30	5:30	15:30	5:30	15:30	RSDO	
8	RSDO		15:00	1:00	15:00	1:00	15:00	1:00	15:00	1:00	RSDO		RSDO	
9	RSDO		15:00	1:00	15:00	1:00	15:00	1:00	15:00	1:00	RSDO		RSDO	
10	RSDO		5:30	15:30	5:30	15:30	5:30	15:30	5:30	15:30	RSDO		RSDO	
11	RSDO		5:30	15:30	5:30	15:30	5:30	15:30	5:30	15:30	RSDO		RSDO	
12	RSDO		15:00	1:00	15:00	1:00	15:00	1:00	RSDO		15:00	1:00	RSDO	
13	RSDO		RSDO		15:00	1:00	15:00	1:00	15:00	1:00	15:00	1:00	RSDO	

RO8 SHF CRIM 3WK												
Week	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
1	RSDO	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	7:00	15:00	RSDO
2	RSDO	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	RSDO
3	RSDO	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	RSDO

RO8 SHF CRIM 4WK												
Week	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
1	RSDO	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	RSDO
2	RSDO	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	RSDO
3	RSDO	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	RSDO
4	RSDO	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	16:00	0:00	RSDO

Sheriff Department Schedule Change Form



R10 SHF XPORT 6WK												
Week	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
1	RSDO	7:00	17:00	7:00	17:00	RSDO		7:00	17:00	7:00	17:00	RSDO
2	RSDO	RSDO		6:00	16:00	6:00	16:00	6:00	16:00	6:00	16:00	RSDO
3	RSDO	6:00	16:00	RSDO		6:00	16:00	6:00	16:00	6:00	16:00	RSDO
4	RSDO	7:00	17:00	7:00	17:00	RSDO		7:00	17:00	7:00	17:00	RSDO
5	RSDO	6:00	16:00	6:00	16:00	6:00	16:00	RSDO		6:00	16:00	RSDO
6	RSDO	6:00	16:00	6:00	16:00	6:00	16:00	6:00	16:00	RSDO		RSDO

R10 SHF SSDC												
Week	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
1	RSDO	8:00	17:00	8:00	17:00	RSDO		8:00	17:00	8:00	17:00	RSDO
2	RSDO	8:00	17:00	8:00	17:00	8:00	16:00	8:00	17:00	8:00	17:00	RSDO

R08 DOMV SHF 5WK												
Week	Sunday	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
1	RSDO	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	8:00	16:00	RSDO