

Shift Swap Request Form Instructions

Updated: May 3, 2017

Compatible with: FireFox, Internet Explorer, Chrome, and Safari – Mobile phone friendly

1. Click [SOGH Shift Swap Request](#) Form – Requests to be 72 hours prior to shift swap, if less than 72 hours complete the electronic form and immediately call the Program Assistant OR the staffing office if your PA will not be at work prior to your shift swap (Eg. You make your request on Friday at 1800 hours and the shift you'd like to swap is on Saturday).
2. In the form enter: Your name, email address, phone #, Program, Unit, Labour Class, Shift you are swapping (date of your original shift), Length of Shift, Type of Shift.

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SOGH Shift Swap Request Form

Your Name (Initiator/requestor of Shift Swap) *

First Last

Your Email Address *


Your Cell Phone # (best number to reach you at) *

Program *

Unit *

Labour Class *

Shift you are swapping (Date of your original shift)



dd-MMM-yyyy

Night shift is the last shift of the day. Example: If you are working nights starting at 23:30 on March 23, 2017, you would choose March 23, 2017 as the date

Length *

Type of Shift (Night, Day, Evening) *

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- Then enter the same information for the person you are swapping with

Person who you're swapping with (Can't be a casual employee)

Their Name (Name of person you're swapping shifts with) *

First Last

Their Email Address - very important (you can't swap without this) *


Their Cell Phone # (best one to reach them at) *

Their Program *

Their Unit *

Their Labour Class *

Date of shift they are swapping with you (Their Original Shift) *



dd-MMM-yyyy

Length of Shift *

Type of Shift (Night, Day, Evening) *

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4. Press Submit Request to the Person you are Swapping With
5. Remind the person you are swapping with that they need to forward the email to 'timeoff@sogh.mb.ca', they can copy (CC) you on the email to let you know that they have forwarded it
6. You will receive an automated email indicating the request was submitted. This does not mean it is approved
7. Within 48 hours (not including weekends or statutory holidays), both of the people involved in the swap will receive an email response indicating the shift swap was approved or denied

Notes:

- Please use a SOGH email address
- [Click here for instructions on how set up a SOGH email address](#)
- [Click here to set up SOGH email on your personal iPhone or Android](#)
- [To view SOGH email from home click here](#)