## SHIFT SWITCHING POLICY

[Organization Name] takes great care when creating the employee schedule and expects employees to adhere to the work schedules provided. At the same time, the organisation recognizes that certain personal circumstances may arise which necessitate an employee to alternate a scheduled shift with another employee. This policy is in place to ensure that the parameters of shift swapping are clearly outlined in a way that enables employees to accommodate their needs while still allowing the company to operate smoothly.

POLICY

Shift switching by employees creates a great deal of work for the business; however, [Organization Name] understands there are times it is necessary. The practice of switching shifts is not meant to be a common practice, but rather a measure to be reserved for employee emergencies or exceptional personal circumstances.

Examples of situations in which a shift switch might be allowable include:

* A doctor’s appointment that cannot be rescheduled
* A child care situation
* The need to attend a funeral or an important family event
* [insert other examples]

In such an emergency, [Organization Name] employees may mutually agree to swap days, shifts, or hours of work provided the following conditions are met:

* The swap does not result in overtime pay
* The swap does not disrupt the normal routine of duties
* The swap is between employees with the same job position
* The swap is between employees with the same skill levels

Notification of an agreed shift switch between employees must be submitted to management for approval at least X days in advance of the shift. [OR management must be notified of the shift switch immediately.]

Failure to adhere to this policy, including overusing or abusing shift switching, may result in disciplinary action up to and including termination.