Roster Requests Form

NSW GOVERNMENT | Health

This form is to be utilised for requesting 'Ad Hoc' Roster Requests i.e. requests to work or not work certain shifts for a specific roster period.

Name:

Employee Number:

Request to work | | | | **Manager to complete**

Date	Day	Shift	Reason	Approved Yes/No (& reason)

Request not to work | | | | **Manager to complete**

Date	Day	Shift	Reason	Approved Yes/No (& reason)

Please note that a maximum of x requests can be placed per roster period

Employee signature:

Date submitted:

Date employee informed:

Manager name:

Manager signature:

Date:

ROSTERING BEST PRACTICE