



ER-023

ORIG: 06/25/98

REV: 01/01/13

SOUTHWEST AIRLINES SHIFT/DAY TRADE REQUEST FORM MAINTENANCE & ENGINEERING

DATE: _____

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Check One Only: Shift Trade _____ Day trade _____ Giveaway _____ Cancel Trade _____ Partial Trade _____

PLEASE PRINT _____ Emp # _____ agree to work for

PLEASE PRINT _____ Emp # _____

on _____, the _____

DAY OF THE WEEK DATE MONTH YEAR SHIFT TIME

••••• _____ Emp # _____ agree to work for

••••• _____ PLEASE PRINT _____

••••• _____ Emp # _____

••••• _____ PLEASE PRINT _____

••••• on _____, the _____

DAY OF THE WEEK DATE MONTH YEAR SHIFT TIME

Signature _____ /EMP # _____ — If approved, I will have worked _____ shifts in a row

Signature _____ /EMP # _____ If approved, I will have worked _____ shifts in a row

Approved By _____
GAINING SUPERVISOR/MANAGER DATE

••••• Disapproved By _____
GAINING SUPERVISOR/MANAGER DATE

Approved By _____
LOSING SUPERVISOR/MANAGER DATE

••••• Disapproved By _____
LOSING SUPERVISOR/MANAGER DATE

NO TRADE MAY BE ENTERED INTO OR CANCELLED WITHOUT ALL PARTIES' SIGNED APPROVAL.

WHITE - PAYROLL GREEN - GAINING SUPERVISOR/MANAGER YELLOW - LOSING SUPERVISOR/MANAGER PINK - ON EMPLOYEE GOLDEN ROD - OFF EMPLOYEE