



Fort Dodge Fire Rescue – EMS Division



Trade Time Request Form

Trade time shall only occur between employees of the same job title unless otherwise approved by the EMS Supervisor. Employees requesting trade time should submit such requests more than twenty-four (24) hours prior to start of the shift being traded. If the need for a trade arises inside of the twenty-four (24) hour window the trade may still be made with the supervisor’s approval.

I, _____, REQUEST TO TRADE TIME WITH
(INITIATING EMPLOYEE)

_____ WHO WILL WORK MY HOURS OF WORK
(TRADING EMPLOYEE)

ON _____ BETWEEN THE HOURS OF _____ AND
(DATE OF TRADE) (START TIME)

(END TIME)

IN RETURN, I WILL TAKE _____ HOURS OF WORK ON _____
(NUMBER OF HOURS) (ANTICIPATED DATE OF PAYBACK)

BETWEEN THE HOURS OF _____ AND _____
(START TIME) (END TIME)

By signing this request form, both employees agree to be held responsible for the shift changes they have made on the above mentioned dates and times.

INITIATING EMPLOYEE: _____

DATE: _____

TRADING EMPLOYEE: _____

DATE: _____

APPROVED BY: _____

DATE: _____

A completed copy of this form needs to be forwarded to Human Resources to be saved as supportive timekeeping documentation.