

**SELAH SCHOOL DISTRICT
REQUEST TO CHANGE SCHEDULED WORK CALENDAR**

Employee Name	
Position	
Location	
School Year	

The employee shall submit this form to the supervisor to request an exchange of work days from the district assigned calendar. A separate form must be maintained for each school year. For each instance, record the information as indicated below:

Scheduled Work Date	Requested Exchange Date	Supervisor Signature for Approval	Date Approved	Employee: Initial to Confirm Date was Exchanged	Supervisor: Initial to Confirm Date was Exchanged

If the employee separates employment during the school year, this form shall be submitted to Payroll immediately. When a secretary exchanges one day for another with principal approval, an email needs to be sent to payroll (Shawna) letting her know for timesheet processing. At the end of each month, logs shall be submitted to the payroll office for filing and reconciliation of days worked.