

Wheatfields Inc. WP7-3-04	Single Shift Contract Variation Request
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Name of person instigating swap	Person swapping with	
Shift to be swapped & date	Replacement shift you will work &date	
Reason for swap:		
Are both shifts in the same pay fortnight?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are both shifts the same type?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this your only swap this pay period?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If each tick box answer is YES the NIC/Admin can approve the swap ( if swap is within 48hrs). If a NO box is ticked approval must be given by the DoN or Area Manager		
Signed Person instigating the swap	Date	
Signed Person accepting the swap	Date	
Approved By Area Manager	Date	

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