

# Schedule Change Form

Today's date: \_\_\_\_\_

Team Member Name: \_\_\_\_\_

EID: \_\_\_\_\_

Scheduled on: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Certified? \_\_\_\_\_

Team Member Name: \_\_\_\_\_

EID: \_\_\_\_\_

Scheduled on: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Certified? \_\_\_\_\_

Reason for Change(Check one):

Switch Days \_\_\_\_\_ Switch Times \_\_\_\_\_

Give up shift \_\_\_\_\_ Take shift \_\_\_\_\_

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Switch Days \_\_\_\_\_ Switch Times \_\_\_\_\_

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Please keep in mind that a schedule change request is only a request and can be denied due to business needs. This form is due at least 2 days before the requested date(s). If denied, both team members are responsible for showing up for their original scheduled shifts. Check sixflags.team to ensure that your schedule has been changed.

**By signing below, you agree to adhere to the schedule change procedures and if approved, both team members are responsible for the new scheduled shift.**

Signature: \_\_\_\_\_

Confirmed via phone

Signature: \_\_\_\_\_

Confirmed via phone

### Scheduler use only:

Check one:  Approved  Denied Date completed: \_\_\_\_\_ Initials: \_\_\_\_\_

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