

Schedule Adjustment Sheet

Employee Name:	<input type="text"/>
Department:	<input type="text"/>
Date of Change:	<input type="text"/>
Original Shift:	<input type="text"/>
Requested Shift:	<input type="text"/>
Reason for Adjustment:	<input type="text"/>
Employee Signature:	<input type="text"/>
Supervisor Approval:	<input type="text"/>
Date of Approval:	<input type="text"/>