



KZ Kitchen Cabinet & Stone, Inc.

Work Schedule / Shift Change Request

员工换班申请表

This form is used to request schedule changes for employees

Last Name(姓):	First Name(名):
Location / Department(部门地点):	Position(职位):
Reason 申请调换班原因:	

Scheduled Shift 原工作时间安排	
Scheduled Date (原安排日期): _____/_____/_____	Scheduled Time (时间):
Requested Shift 申请换班安排	
Requested Date (申请更换日期): _____/_____/_____	Requested Time(时间):
Employee Signature 员工签名: _____	Date 日期: _____
Supervisor Signature 经理/ 部门主管签名: _____	Date 日期: _____
HR Manager Signature 人事部门经理签名: _____	Date 日期: _____

Schedule change requests must be submitted at least three days in advance.

V.2026