



**KZ Kitchen Cabinet & Stone, Inc.**

Email: HR@KZKITCHEN.COM

## Work Schedule/Shift Change Request

### 員工換班申請表

This form is used to request schedule change for employees.

<b>Last Name:</b> _____	<b>First Name:</b> _____
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調換班原因 **Reason:** \_\_\_\_\_

#### 調換班日期 **Date**

原工作時間表 Originally Assigned Shift

Scheduled Date: \_\_\_\_\_

Scheduled Shift: \_\_\_\_\_

申請換班日期 New Shift Request

Requested Date \_\_\_\_\_

Requested Shift \_\_\_\_\_

員工簽名 **Employee Signature:** \_\_\_\_\_ 日期 **Date:** \_\_\_\_\_

部門主管簽名 **Supervisor Signature:** \_\_\_\_\_ 日期 **Date:** \_\_\_\_\_

經理簽名 **Manager Signature:** \_\_\_\_\_ 日期 **Date:** \_\_\_\_\_

人事部經理 **HR Manager Signature:** \_\_\_\_\_ 日期 **Date:** \_\_\_\_\_

ADP

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