



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 changes for employees.

Last Name:	First Name:
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調換班原因 Reason: _____

原工作時間表 Scheduled Shift

Scheduled Date: _____

Scheduled Time: _____

申請換班日期 Requested Shift

Requested Date: _____

Requested Time: _____

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.



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