



SCHEDULE CHANGE FORM

I need you to:

- Work on your lunch break
- Come in early
- Stay late

On this date: ____ / ____ / ____

I authorize you to:

- Work on your lunch break
- Come in early
- Stay late

On this date: ____ / ____ / ____

Reason:

Director's Signature: _____ **Date:** ____ / ____ / ____

This form must be on record to have a schedule change, to make up time, or to work overtime.