



Transfer Request

Employee Name: Achan Gilo

Effective Date: 9/14/2020 *of Replacement is in Place*

Current Shift/Dept.: 1st North

*Replacement is
Didumo Chan*

Shift Requesting: 2nd North

Reason: Daycare

Employee Signature: _____

Office Use Only

Attendance: Good

Work Performance: PR not done yet

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: *M. Slusman*

Work Restrictions: N/A

Current Wage: \$12.00 New Wage: NA

Hire Date: 8/10/20

HR Initials *W*