



Transfer Request

Employee Name: Cathleen A. Wolkart

Date: 7-31-2013

Current Shift/Dept.: 2nd

Shift Requesting: 1st

Reason: Need Days Because I can't SLEEP

Date of Requested Transfer: Aug 15<sup>th</sup>

Office Use Only

Attendance: LCW on 3/30/13. Attendance has greatly improved.

Work Performance: PR on 2/21/13 score 4.0

Available Opening: \_\_\_\_\_

CMG Approval: Kelsey Adickit

Operations Manager Approval: M. Schmaucher

Work Restrictions: N/A

Transfer  
9-2-13