



**Transfer Request**

Employee Name: Chankosal Khet

Date: 10/08/2013

Current Shift/Dept.: 1<sup>st</sup> shift

Shift Requesting: 2<sup>nd</sup> shift

Reason: My husband will work on first shift starting 10/21/2013, so I will need to take care my children.

Date of Requested Transfer: Monday 10/21/2013

Office Use Only

Attendance: Great

Work Performance: PR on 8/2/13 score 4.57

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

CMG Approval: Kelany Adick

Operations Manager Approval: M Schumacher Transfer Date 10/21/13

Work Restrictions: u/a

*JC*  
*No pay change*