



**Transfer Request**

*effective  
4/8/13*

Employee Name: Chanthy Long

Date: 3, 20, 2013

Current Shift/Dept.: 2 shift rotary

Shift Requesting: 1 shift rotary

Reason: needs to take care of grandkids

Date of Requested Transfer: next week

Office Use Only

Attendance: currently at a meeting for attendance.

Work Performance: PR on 1.21.13 score 3.43.

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

CMG Approval: Kelsey Adelbert

Operations Manager Approval: Michael Schenck

Work Restrictions: N/A

*NO change  
in pay  
JC*