



Transfer Request

Employee Name: Leeann Annen

Date: 4/10/15

Current Shift/Dept.: 2nd / Rotary

Shift Requesting: 1st

Reason: Quality time w/ son

Date of Requested Transfer: ASAP

Office Use Only

Attendance: Great

Work Performance: Has not had PR yet

Available Opening: Yes

CMG Approval: Kelsey Adhill

Operations Manager Approval: _____

Work Restrictions: N/A

Current Wage: 9.50 New Wage: _____

Hire Date: 3/2/15