



Transfer Request

Employee Name: Shawn Allen

Date: 10/26/12

Current Shift/Dept.: Tumbler / 2nd shift

Shift Requesting: 3rd shift / Sanitation

Reason: Need different hours + dept.

Date of Requested Transfer: as soon as possible.

Office Use Only

Attendance: Working on improving. 2nd shift is difficult

Work Performance: PR on 9.16.12 score 3.57

Available Opening: Yes

CMG Approval: Gilroy Achikvil

Operations Manager Approval: M. Schumacher

Work Restrictions: N/A