



Transfer Request

Employee Name: Sytha Giles

Date: 11/19/2018

Current Shift/Dept.: 1st South QA

Shift Requesting: 2nd South QA

Reason: Daycare Issues

Date of Requested Transfer: When she returns from FMLA (3/1/19)

Office Use Only

Attendance: Great

Work Performance: EPR 3/6/18 (4.75)

Available Opening: _____

CMG Approval: Kelsey Sikkink

Department Manager Approval: Kendra Gumb

Work Restrictions: N/A

Current Wage: \$14.74 New Wage: \$14.74 / same

Hire Date: 3/5/2014

09/2011

HR Initials u