



Transfer Request

Employee Name: Ikran Sirat

Effective Date: ASAP 6/01/2021

Current Shift/Dept.: 3rd S Sanitation

Shift Requesting: 2nd S

Reason: Aunt who takes care of her kids has to go back to their country to take care of a family member and has to leave this week.

Employee Signature: _____

Office Use Only

Attendance: Good

Work Performance: EPR on 7/6/20 score 4.0

Available Opening: Yes

CMG Approval: Kelsey Sikkink

Department Manager Approval: M Schumacher

Work Restrictions: N/A

Current Wage: \$17 New Wage: \$12.00

Hire Date: 6/7/19

09/2011

HR Initials

[Handwritten Signature]