

**PARTNER TRADE FORM**

I \_\_\_\_\_ will work the following dates \_\_\_\_\_

For \_\_\_\_\_.

I \_\_\_\_\_ will work the following dates \_\_\_\_\_

For \_\_\_\_\_.

\_\_\_\_\_  
Partner Signature

\_\_\_\_\_  
Partner Signature

Approved:

Disapproved:

Date: \_\_\_\_\_

**PLEASE TURN TRADE FORMS INTO THE SCHEDULER AT LEAST 3 DAYS IN ADVANCE. APPROVAL WILL BE DETERMINED BY OVERTIME STATUS, BOTH PARTNERS MUST SIGN THE TRADE FORM.**