

Service Leader Schedule Request

Month of Schedule Requests								BMV	OFT	MGN
	Circle One									
Service Leader	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday			
	Day									
1	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
2	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
3	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
1	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
2	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
3	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
1	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
2	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
3	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
1	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
2	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
3	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
1	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
2	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF
3	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF	AM PM OFF

*Service Leader 1 is the SVL with the most *SERVICE LEADER* seniority, SVL 2 is next and then SVL 3.

*Shift selection shall be completed in the following order : SVL 1 selects all desired shifts for the first week shown. SVL 2 then selects all desired shifts for the same week and finally SVL 3 selects all remaining shifts for that same week. Week 2 follows the same order except that SVL 2 gets first choice, SVL 3 is next and SVL 1 is last. This process continues each week and also carries over into the next month (ex. if SVL 2 got first selection on the last week of this month then SVL 3 will get first selection on the first week of next month).

*This form is not valid unless it is completely filled out (no blanks) and is submitted no later then the 15th of the prior month of schedule with all SVL signatures.

*This form indicates SVL shift requests and is no guarantee of actual shifts scheduled. Team staffing levels, training needs and Area of Responsibility requirements may prevent the scheduling manager from approving these requests. When necessary a SVL may guarantee a day or days off by using PTO.

*There must be coverage selected for each AM and PM shift on every day of the week.

SVL 1	Date	Date
SVL 2	Date	Date
SVL 3	Date	Date
Signatures		