

## Shift Schedule

# Exchanging shifts

***Be specific in your written request including any change to days of rest***

Nurses who exchange shifts that include their days of rest should also note the change to days of rest. Your written request to exchange a shift must include a request to move any affected days of rest.

For example, a nurse who normally would work Wednesday and has Thursday as a designated day of rest, agrees to exchange with a co-worker. The nurse will be off on the Wednesday and work the Thursday shift for the co-worker. The nurse should be clear the day of rest is moved to the Wednesday.

This change to the designated day of rest should be made explicit in the written request for approval of the shift exchange. If it is not, some Employers have been saying the moved day of rest is not protected and would not attract a penalty 2X payment if the nurse is asked to work that shift.

### **EXAMPLE:**

I would like to request an exchange of shift. I am scheduled to work day shift on Wednesday and my designated day off is on Thursday. I want to exchange shifts with Jane Doe who will work my Wednesday Day shift and I will take her Thursday evening shift for her. I would be off Wednesday for my designated day of rest.

*UNA Provincial Agreement 2003-2007 Articles 7.05 and 30.01 (b)*

*January 2007*

**SPOTLIGHT on your UNA contract**



**Questions?**

**Contact your United Nurses of Alberta Representative:**