

Staff shifts / proposed exchange

Record both original shifts and who will work each one after the proposed exchange. The rota manager records the decision before the rota changes.

Request date / team

Rota manager

COLLEAGUE A / ORIGINAL SHIFT

Name: _____

Start date / time: _____

Finish date / time: _____

Role / work area: _____

COLLEAGUE B / ORIGINAL SHIFT

Name: _____

Start date / time: _____

Finish date / time: _____

Role / work area: _____

Proposed exchange

Original shift	Who will work it?	Change / practical note
Colleague A's shift		
Colleague B's shift		

Colleague A confirmed / date

Colleague B confirmed / date

Practical details to check

Coverage / role / timing / other note

ROTA DECISION ☐ Agreed ☐ More information ☐ Not agreed

Decision by / date

Conditions / rota update reference
