Whatcom Co. Fire District No. 7
Request For Shift Trade

Date submitted: / /

To: Assistant Chief Hoffman

Re: Shift Trade

The following shift trade is requested:

Date of Shift: / / Regular Shift (Check one) A ☐ B ☐ C ☐

Full Shift ☐ Partial Shift ☐ (complete for partial shift) _____ to _____
Start time End time

Person ***TRADING OUT OF*** shift: _____
Print Clearly

Person ***TRADING INTO*** shift: _____
Print Clearly

** Lieutenants who trade with firefighters please indicate who has agreed to supervise the shift in your absence: _____

Will you miss any scheduled training by making this trade? ☐ Yes ☐ No

If you will miss training, how will you make it up?

_____

_____

This shift trade has been made in accordance with District policy and is voluntary.
I understand that as the person trading in, I am now responsible for the above shift.

Person ***TRADING OUT OF*** shift: _____
Signature

Person ***TRADING INTO*** shift: _____
Signature

Trade Approved: _____

Trade Denied: _____

Date: / /

Approval / Denial Signature: _____
Signature