



SHIPPING REQUEST FOR VOLUNTARY OVERTIME

Please sign below if you would like to work voluntary overtime wherever needed on

(Date)

By signing below, you are agreeing to work on the date listed above and to adhere to the attendance guidelines, which include the Tardy & No-Call No-Show policy, outlined on pages 7.5 & 7.6 in the Associate Handbook. These policies are applicable to the day that you sign up for voluntary overtime.

~~If you change your mind and decide that you either do not want to work voluntary overtime or become unable to work voluntary overtime, you must have a Supervisor or Team Leader remove your name from the list by Friday at noon.~~

Supervisors or Team Leaders

When removing an associate from the voluntary overtime list, please cross through the associate name and place your initials and date next to the name.

All sheets must be returned to the Voluntary Overtime binder in Wave Planning

THANK YOU FOR VOLUNTEERING!!!!!!!!!!!!

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