Run/Day Off
Trade Request Form

This form is due by 11:30 a.m. two days before the first run trade. Run trades cannot be canceled once approved.

Requesting Operator

Name _____

Badge _____

IAD   KMD

Day   Night

Work Before Trade

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date (if one time)							
Run/Off							

☐ until end of shakeup

circle the run(s)/day(s) off you are trading with the other operator

Work After Trade

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Run/Off							

write in the all of run(s)/day(s) off you will have for the week after the trade

Signature _____   Date _____

Operator filling trade request

Name _____

Badge _____

IAD   KMD

Day   Night

Work Before Trade

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date (if one time)							
Run/Off							

☐ until end of shakeup

circle the run(s)/day(s) off you are trading with the other operator

Work After Trade

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Run/Off							

write in the all of run(s)/day(s) off you will have for the week after the trade

Signature _____   Date _____

Received by _____   Date/Time _____

Supervisor Approval _____   Badge _____

☐ Same Division   ☐ Op 1 Has Two Days Off
☐ Same Day/Night   ☐ Op 2 Has Two Days Off
☐ All rest times validated   ☐ Entered into HASTUS   By: _____