

## FAIRFAX COUNTY SHERIFF'S OFFICE DUTY EXCHANGE REQUEST FORM

EMPLOYEE REQUESTING EXCHANGE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR ACKNOWLEDGEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print name & badge or EIN #

### EXCHANGE AGREEMENT

EMPLOYEE: \_\_\_\_\_ AGREES TO WORK FOR EMPLOYEE: \_\_\_\_\_  
Print name & badge or EIN # Print name & badge or EIN #

BEGINNING ON: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 ENDING ON: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

IN EXCHANGE EMPLOYEE: \_\_\_\_\_ WILL WORK FOR EMPLOYEE: \_\_\_\_\_  
Print name & badge or EIN # Print name & badge or EIN #

BEGINNING ON: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 ENDING ON: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

- Time and attendance records must indicate the exact day and hours the employee actually worked.
- The Duty Roster will show D/E for employees working the exchange.
- Any duty exchange must occur within the same pay period.
- No more than three days per pay period may be exchanged.
- Shift Lieutenants or Sergeants (sworn) or the immediate supervisor (civilian or sworn) will sign a Duty Exchange Request before a duty exchange can be pursued.

### REQUIRED SIGNATURES FOR APPROVAL

REQUESTING EMPLOYEE \_\_\_\_\_ AGREEING EMPLOYEE \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_ IMMEDIATE SUPERVISOR \_\_\_\_\_

REQUEST IS: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
 When completed, copy in quadruplicate. Each employee involved and their supervisor should receive a copy.

*\*Each employee involved in the duty substitution acknowledges by their signatures that they have read and fully understand all procedures outlined above for duty substitutions*