



CLB 5 Trading Shifts

Sometimes you need to change your shift at work. This is a list of language for texting and/or speaking with a co-worker.

Trading Shifts

Open the conversation with a greeting:

Examples: *Hi*
 Hello
 Hey
 Good morning/afternoon

Give the reason you need to change shifts:

Examples: *I have a doctor's appointment ...*
 I need to pick up family from the airport ...
 I need to talk to my child's teacher ...

Ask to change shifts:

Examples: *Could/Can you switch shifts with me?*
 Could/ Can you cover my shift?
 Do you want to change shifts with me on (date/time) _____?
 Could/Can you work for me on (date/time) _____?
 Would you consider trading shifts with me? Would you be able to...
 I would really appreciate it if you would trade shifts with me.

Offer to cover one of their shifts in the future:

Example: *I would be happy to cover one of your shifts in the future.*
 I can work a shift for you in the future.

Close the conversation:

Examples: *Thank you.*
 Have a good day.
 Let me know if this will work for you.

WORKING WITH OTHERS TIP:

If a co-worker helps you by taking your shift, try to help them in the future. This will help you have good relationships at work.