



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.