



CLB 5 Asking to Switch Shifts

It is important to know how to switch shifts.

Instructions:

1. Read the scenarios.
2. Write a text message to ask a co-worker to switch shifts with you.

WEEK OF May 16-22, 2021							
MY SCHEDULE		FULL SCHEDULE		AVAILABLE SHIFTS		UNAVAILABILITY	
						Request Time Off	
◀ JANUARY ▶		SORT BY POSITION		DAY		WEEK	MONTH
SUN		MON	TUE	WED	THU	FRI	SAT

Samir Saad	All Day Time Off	All Day Time Off	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift
YOU	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	12:00P-8:30P 8h Mid Shift	12:00P-8:30P 8h Mid Shift	7:00A-3:30P 8h AM Shift	All Day Time Off	3:00P-11:30P 8h PM Shift
Arash Dabiri	All Day Time Off	All Day Time Off	12:00P-8:30P 8h Mid Shift	12:00P-8:30P 8h Mid Shift	3:00P-11:30P 8h PM Shift	3:00P-11:30P 8h PM Shift	3:00P-11:30P 8h PM Shift
Fimi Botende	All Day Time Off	All Day Time Off	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift
Oscar Karlsson	3:00P-11:30P 8h PM Shift	3:00P-11:30P 8h PM Shift	All Day Time Off	All Day Time Off	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift
Haruka Saito	12:00P-8:30P 8h Mid Shift	12:00P-8:30P 8h Mid Shift	All Day Time Off	7:00A-3:30P 8h AM Shift	All Day Time Off	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift
Yusuf Rahal	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	All Day Time Off	12:00P-8:30P 8h Mid Shift	12:00P-8:30P 8h Mid Shift	All Day Time Off	12:00P-8:30P 8h Mid Shift
Li Yang	7:00A-3:30P 8h AM Shift	7:00A-3:30P 8h AM Shift	All Day Time Off	3:00P-11:30P 8h PM Shift	3:00P-11:30P 8h PM Shift	3:00P-11:30P 8h PM Shift	All Day Time Off

Text Messages

Scenario 1	You have to take your child to the dentist on Monday at 10 a.m. The appointment will be 4 hours long. Text a co-worker and ask them to switch shifts with you.
Scenario 1	Who will you text? _____ Text:
Scenario 2	It is Monday night and you feel sick. Text a co-worker and ask them to switch shifts with you for the next day.
Scenario 2	Who will you text? _____ Text:
Scenario 3	You have to go to your bank on Thursday at 10 a.m. Ask a co-worker to switch shifts with you.
Scenario 3	Who will you text? _____ Text:
Scenario 4	You have a family dinner at 5 p.m. on Saturday. Ask a co-worker to switch shifts with you.
Scenario 4	Who will you text? _____ Text: