

## **POLICY MANUAL**

**SECTION:** Human Resources  
**SUBJECT:** Shift Exchanges  
**APPROVED BY:** Director, Human Resources



**INDEX:** HR-D-50  
**Effective Date:** Sept. 2017  
**Replaces Date:**

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### **SCOPE**

This policy applies to all employees working in multi-shift classifications within Operations. The policy is regarding requests for shift exchanges excluding those requests related to accommodations for medical or family status situations.

### **POLICY**

The purpose of the policy at Horizon Plastics is to follow a consistent process that provides fair and equitable assessment of employee's requests for shift exchanges within our Operations.

Shift exchanges are at the discretion of Horizon Plastics and are not a right of any employee. Horizon Plastics reserves the right to cancel a shift exchange at any time should it be deemed necessary.

Full Time, Part Time and Flex employees, with acceptable attendance are eligible to request shift exchanges.

### **SHIFT EXCHANGE OPTIONS**

Only shift exchanges for like classifications (i.e. Operator with Operator) can be requested. In addition, with the current continuous operations shift structure, requests for exchanges with like classifications between Blue and Green or Red and Orange will be considered.

The duration of a shift exchange request may vary from a single day, week, month or three-month duration. The approval process varies, depending on the duration of the exchange requested. Interested employees are responsible for identifying and obtaining agreement with a colleague prior to submitting a request for shift exchange.

Employees with vacation time booked during the exchange duration requested must bring this to the attention of the Supervisors at the time the request is made so it can be determined if this will affect the ability to approve the exchange without having to alter or cancel vacation time previously approved.

Supervisors will also take into consideration the operational requirements and the skill and ability of both employees within the like classification as part of the approval criteria.

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**PROCEDURE**

Eligible Horizon Plastics employees interested in requesting a shift exchange should obtain a Shift Exchange Form. The form must be completed in full and signed by both employees requesting the exchange prior to submission.

Both Supervisors will review the operational requirements, skill and ability of the employees and determine if they are in a position to approve the request.

Requests for a single shift or week require the approval of the two applicable Supervisors. Requests for greater than one week but up to three months duration require the approval of the two applicable Supervisors, the Director of Operations and Human Resources.

A copy of the approved request should be given to each employee, Human Resources and one maintained in the Supervisor's records. This process typically will be reviewed within two weeks, however sooner if possible.

Should it be deemed necessary to discontinue the approved shift exchange for any reason, reasonable notice, relative to the duration of the approved shift exchange, will be provided as outlined in the guideline chart below.

Duration of Exchange	Notice of Discontinuation
Up to one week	One shift
Greater than one week, up to one month	Two to three shifts
Greater than one month, up to three months	Four to six shifts

Any questions regarding the shift exchange policy should be directed to your Supervisor or member of Human Resources.