



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, Local 4303

Shift Trades and Personal Leave Transfer Form

Employees engaging in shift trades may “pay” for a trade through the exchange of personal leave in lieu of working the owed trade day.

The employee may opt to transfer the applicable amount of leave hours from their leave account to the leave account of the person that is owed. Shift trades for transfer will be on an hour-for-hour basis.

I authorize Payroll to deduct the below amount from my leave bank and transfer to the noted employee(s):

Shift trade From: _____ Employee # _____

Shift Trade Out, **pay code 2530**, _____ hours

Employee’s signature: _____

1) **To:** _____ Employee # _____
Shift Trade In, **pay code 2531**, < _____ > hours

2) **To:** _____ Employee # _____
Shift Trade In, **pay code 2531**, < _____ > hours

Payroll Use	
Completed by: _____	Date: _____

**Scan to: payroll.office@juneau.gov
at least 1 week prior to pay day for timely processing**