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According to Article 7.05 of the UNA Provincial Collective Agreement, employees are permitted to exchange shifts with one another. If two Employees agree to exchange shifts, then they can submit their request to their immediate supervisor in writing and the supervisor must indicate approval or disapproval in writing. "Pending" is not a valid response.

Once the immediate supervisor approves a shift exchange, the respective Employees are no longer responsible for their pre-exchange shifts. It has no impact on the shift exchange, if someone transfers to another position, is absent due to illness or is otherwise unable to work that shift for any reason.

