

## **3-01/050.00 Swapping of RDO/Shifts**

Swapping of RDO/shifts should be limited to those situations wherein an employee requests a particular day/shift off, but the request is not approved due to scheduling needs. All swaps shall comply with Manual of Policy and Procedure section 3-02/010.17, "Swapping of RDO/Shifts." Swaps must be made within the same job classifications.

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