


Shift Change Form

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SHIFT CHANGE FORM

This form has been created to assist you and provide some flexibility in your schedule.

- You have a limit of 5 applications per semester.
- The application needs to be submitted a minimum of 48 hours before the date of the absence or shift change that will take place.
- If you do not plan ahead, you run the risk of having your application denied.
- Always provide a reason.

Exception: In cases of illness, after you have notified Admin, and you have found a replacement, the form can then be filled out (as an absence), within 24 hours.

Shift changes or absences that are in relation to production are still your responsibility to find a replacement, and in this case with the help of Admin or a Production manager of project. These cases do not count against your total.

Shift change/Absence form procedure

1. Plan ahead.
2. Fill out the form as far ahead of time to get approved.
3. Lab assistants are responsible for contacting other lab assistants to find someone to cover their shift. In case of shift change, LA finds someone to replace their shift and they will then replace one of their shifts. Make that arrangement in advance. Have all of the information ready to go!
4. In case of absence, LA will simply miss their shift and complete an absence form.
5. For both shift change and absence form, the reason for missing the shift should be indicated on the last section. This is important, and forms without this information will not be reviewed.
6. Complete the form and pay close attention to all fields.
7. You will receive a confirmation email that you have sent in your form successfully.
8. Head of Mediazone will give approval / denial.
9. Lab assistant is notified via email if the application is approved and can proceed.

LAB ASSISTANTS NAME *	EMAIL *
<input type="text"/>	<input type="text"/>
CONTACT NUMBER *	CURRENT DATE *
<input type="text"/>	<input type="text"/>

<https://mz.unic.ac.cy/shift-change-form/>

There is a separate online form for shift change. There is a limit of 5 applications per semester and needs to be submitted a minimum of 48 hours before the date of the absence or shift change that will take place with a valid reason. Planning minimize the risk of having the application denied. In cases of illness, the form can then be filled out (as an absence), within 24 hours.