

**TRANSFER REQUEST**

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

Current Location: \_\_\_\_\_

Current Schedule: \_\_\_\_\_  
(AM, PM, MIDNIGHTS)

\_\_\_\_\_  
(# HOURS WORKED PER WEEK)

I am requesting a transfer to \_\_\_\_\_

I would like to transfer by

\_\_\_\_\_. The hours I would like to transfer to: \_\_\_\_\_ and \_\_\_\_\_.  
(AM, PM, MIDNIGHTS) (# HOURS PER WEEK REQUESTED)

I understand that no schedule is guaranteed and my hours may change at anytime based on the needs of the Program. I am requesting my employee status to be: \_\_\_\_\_ Part Time / \_\_\_\_\_ Full Time

**\*\*If transferring to any Program in Berrien County (licensed or non-licensed eff. 10/1/13), all employees must complete the finger printing process. Review Employee Checklist and Personnel File**

I understand that I am responsible to cover my hours for my present position so that undo hardship is not caused at my present location. I also realize this is a request, and it must be reviewed for possible approval.

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE

- **Employee must submit completed form to the LADD Office.**

\*\*\*\*\*FOR MANAGEMENT USE ONLY\*\*\*\*\*

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_ Flexible Benefit Form filled out for change in status.

\_\_\_\_ Status Change Form filled out for new locations.

\_\_\_\_ A new Conditional Job Offer Letter must be completed with direct Supervisor name.

\_\_\_\_ Finger printing and 5 panel completed within 10 days if transferring to a licensed facility.

Transfer to take place by \_\_\_\_\_  
DATE

Employee Checklist Completed for Program Requirements

Area Supervisor completed review of personnel file for any areas requiring follow up including the discipline record, drivers license, injuries, legal issues and program specific tool box training. Including Transferring Employee Orientation Checklist.

\_\_\_\_\_  
CURRENT MANAGER SIGNATURE / DATE

\_\_\_\_\_  
FUTURE MANAGER SIGNATURE / DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE / DATE

Corporate/Regional Office will set Outlook calendar message for the receipt of the Transferring Employee Orientation Checklist upon receipt of the approved Transfer Request.