



# Travis County Emergency Services District #5

## Shift/Hour Exchange Form (Trade Log)

FIRST HALF		
		<input type="checkbox"/> FF <input type="checkbox"/> DO <input type="checkbox"/> LT
<i>Regularly Assigned Member</i>		
		<input type="checkbox"/> FF <input type="checkbox"/> DO <input type="checkbox"/> LT
<i>Member Performing Duties</i>		
<i>Date 1<sup>st</sup> half worked (MM/DD/YY)</i>		
<i>Start Time</i>	<i>End Time</i>	<i>Total Hours</i>
<i>Officer Approval of Regularly Assigned Member</i>		<i>Date (MM/DD/YY)</i>

SECOND HALF		
		<input type="checkbox"/> FF <input type="checkbox"/> DO <input type="checkbox"/> LT
<i>Regularly Assigned Member</i>		
		<input type="checkbox"/> FF <input type="checkbox"/> DO <input type="checkbox"/> LT
<i>Member Performing Duties</i>		
<i>Date 2<sup>nd</sup> half worked (MM/DD/YY)</i>		
<i>Start Time</i>	<i>End Time</i>	<i>Total Hours</i>
<i>Officer Approval of Regularly Assigned Member</i>		<i>Date (MM/DD/YY)</i>

All trades shall be conducted in compliance with Policy E101: Operations Staffing. Once a trade is approved and logged with this document, the trade shall be posted on When to Work for staffing and timekeeping purposes.