

## **Travis County Emergency Services District #5**

Shift/Hour Exchange Form (Trade Log)

FIRST HALF			
			□ FF
			□ DO □ LT
Regularly Assigned Member			
			□ FF
			□ DO □ LT
Member Performing Duties			
0.1.451.151.1444.400.000			
Date 1 <sup>st</sup> half worked (MM/DD/YY)			
Contract	e de la	Tatalitana	
Start Time	End Time	Total Hours	
Officer Approval of Regularly Assigned Member		Date (MM/DD/YY)	
Officer Approval of Negalarly Assigned Weitiber		Dute (WIW) DD) 11)	
SECOND HALF			
			□ FF
			□ DO □ LT
Regularly Assigned Member			
			□ FF □ DO
Member Performing Duties			
Date 2 <sup>nd</sup> half worked (MM/DD/YY)			
Butt 2 Hulj Worked (WWY BB) 11)			
Start Time	End Time	Total Hours	
		1	
Officer Approval of Regularly Assigned Member		Date (MM/DD/YY)	

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.