

**State of Nevada**  
**SHIFT TRADE AGREEMENT**

Pursuant to NAC 284.228, I, \_\_\_\_\_(print or type name), am entering into a shift trade agreement with \_\_\_\_\_(print or type name) who will work my shift on \_\_\_\_\_(date). In return, I agree to work his/her shift on \_\_\_\_\_(date).

**Conditions of agreement applicable to each party:**

By entering into this agreement, I understand that I will be paid my normal pay for the shift that is worked by the other party to the agreement. No additional compensation or benefits will be accrued by working the other party's shift under this agreement.

In the event that I cannot fulfill my responsibility under the agreement, I am responsible for finding a qualified replacement to work the agreed shift. If a replacement cannot be found, the party who was originally scheduled to work the shift prior to the shift trade agreement must work the scheduled shift or use annual leave or compensatory time to account for the absence during the shift. If the employee does not have annual leave or compensatory time, he will be placed on leave without pay.

By signing this agreement, I agree to the conditions specified above and fully intend to comply with the agreement to substitute for the other party on the specified shift without additional compensation or benefit.

Party instituting agreement: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Second party to agreement: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Approval of appointing authority: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

In accordance with subsection 5 of NAC 284.228, an adjustment in pay may be made when one of the parties is not able to satisfy the requirement for the shift trade and the other party to the agreement has already worked the shift agreed upon.