



East Bay Regional Park District  
Lifeguard Service

# Request for Change of Assignment

Regularly scheduled lifeguard: \_\_\_\_\_ Today ' s date: \_\_\_\_\_

Lifeguard filling in: \_\_\_\_\_ Facility: \_\_\_\_\_

Dates and times of requested change: \_\_\_\_\_

LG III **must check one:** \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

LG III **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directions:**

- To be filled out by lifeguard requesting day off
- Turned into LG III at least one week in advance
- Replacement guard should come from that facility whenever possible
- If using a guard from another facility, the change must also be approved by the visiting lifeguard' s LG III
- Visiting lifeguard will not receive reimbursement for mileage unless change of assignment is directed by Aquatic Supervisor
- LG III will approve/disapprove change (PIC if short notice)
- Form will be signed by LG III and turned into Aquatic Supervisor with weekly paper work
- Changes should be noted by LG III on facility schedule (use red pen)
- LG III will notify Aquatic Supervisor immediately, via voice mail, of any schedule changes

Lifeguard **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Aquatic Supervisor Approval Required if Applicable:

Directed Transfer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By

Overtime: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By