

Staff Transfer Request Form

To be eligible for a transfer, you must have been in your current position for at least 6 months, and you **MUST** be in good standing as an employee. All transfers are subject to approval and **WILL NOT** happen immediately. Two weeks notice is the required minimum, but the transfer could take longer, based on the needs of the client(s), and the needs of the department in which you are currently working.

Name: _____ Date: _____

Current Position: _____

Length Of Time In Current Position: _____

Position You Wish To Transfer To: _____

Why? _____

Current Supervisor: _____

DO NOT WRITE BELOW THIS LINE. This section for office use only.

Use this section for notes, evaluation information, etc.

_____ Approved Will Start New Position On ____/____/____

_____ Not Approved

Current Program Director Signature _____ Date: _____

HR Approval _____ Date: _____

- Copy To Employee
- HR Department
- Office Coordinator
- Payroll