RioTinto

TRADE FORM - RTKC BINGHAM CANYON MINE

PLEASE WRITE AS LEGIBLY AS POSSIBLE. INCOMPLETE OR UNREADABLE FORMS WILL BE REJECTED!

DATE THIS TRADE SUBMITTED:

TYPE OF TRADE:

OVERTIME TRADE	☐	**FLOATING VACATION DAY**	☐
OVERTIME SHIFT RELIEF	☐	**WARM BODY TRADE**	☐

*Overtime Trade: 2 Operators Exchanging Overtime shifts.

*Overtime Shift Relief: 1 Operator Covering anothers OT shift.

*Vacation Day: Requesting a floating vacation day on a regularly scheduled day.

*Warmbody Trade: 2 Operators exchanging Regular Scheduled Days, Sets, or Rotation of shifts in same pay-week(s).

EMPLOYEE INITIATING TRADE (EMPLOYEE 1):	**PAYROLL #:**	**EMPLOYEE 1 FILLS THIS OUT**
POSITION / AREA:	**TEAM #:**	
DAY(S) I WANT TO WORK:	**SHIFT (DAY OR NIGHT):**	
DAY(S) I WANT OFF:	**SHIFT (DAY OR NIGHT):**	

EMPLOYEE YOU ARE TRADING WITH (EMPLOYEE 2):	**PAYROLL #:**	**EMPLOYEE 2 FILLS THIS OUT**
POSITION / AREA:	**TEAM #:**	
DAY(S) I WANT TO WORK:	**SHIFT (DAY OR NIGHT):**	
DAY(S) I WANT OFF:	**SHIFT (DAY OR NIGHT):**	

☐ **APPROVED**	**SUPERVISOR 1 SIGNATURE:**
☐ **DENIED**	**SUPERVISOR 2 SIGNATURE:**

☐	***ENTERED/UPDATED IN SCHEDULING AND APP (SCHEDULER)***
☐	***ENTERED/UPDATED IN PAYROLL (SUPERVISOR)***

V.2016DS.1