

2020 Richmond Shift Request Form Release Schedule

<u>Calendar Month</u>	<u>Released at 12n</u>	<u>Collected Until:</u>	<u>Returned Beginning on:</u>
• January 2020	Wed. Nov. 6	Wed. Nov. 13	Wed. Nov. 27
• February 2020	Wed. Dec. 4	Wed. Dec. 11	Mon. Dec. 23
• March 2020	Wed. Jan. 1	Wed. Jan. 8	Wed. Jan. 22
• April 2020	Wed. Jan. 29	Wed. Feb. 5	Wed. Feb. 19
• May 2020	Wed. Feb. 26	Wed. Mar. 4	Wed. Mar. 18
• June 2020	Wed. April 8	Wed. April 15	Wed. April 29
• July 2020	Wed. May 6	Wed. May 13	Wed. May 27
• August 2020	Wed. May 6	Wed. May 20	Wed. June 10
• September 2020	Wed. June 17	Wed. June 24	Wed. July 15
• October 2020	Wed. June 17	Wed. July 8	Wed. July 29
• November 2020	Wed. Sept. 9	Wed. Sept. 16	Wed. Sept. 30
• December 2020	Wed. Oct. 7	Wed. Oct. 14	Wed. Oct. 28

* Please note that the “returned beginning on” date for the February 2020 Shift Request Form will be on a Monday as opposed to a Wednesday due to the holidays.

** Please note that the July & August Shift Request Forms will be published on the same date and the September & October Shift Request Forms will be published on the same date.