



President Container Group

290 Ballard Road • Middletown, New York 10941
Phone: 845.516.1600
Fax: 845.692.2001

Employee Switch Form

Request Date: _____ Switch From Date: _____ Switch to Date: _____

Employee Looking for Coverage: _____
Printed Name Signature

Home Machine _____

Position: _____

Shift: _____

Hours Working: _____

Employee Taking the Coverage: _____
Printed Name Signature

Home Machine: _____

Position: _____

Shift: _____

Hours Working: _____

Requesting to Work Double: YES NO

Manager/Supervisor approval signature: _____

H.R./VP Operations approval signature: _____

Notes: _____

Corporate Headquarters

200 West Commercial Ave. • Moonachie, NJ 07074 Phone: NJ 201.933.7500 Fax: 201.933.8990 NY: 212.244.0345
Mailing Address: P.O. Box 387 • Wood-Ridge, NJ 07075-0387

