

**OKOLONA FIRE DEPARTMENT
LEAVE OF ABSENCE (10-10) REQUEST**

I, _____ request a Leave of Absence (10-10), starting _____
and ending _____. I request this Leave of Absence because:

Signature of Member

Date of Request

Approved by: _____ Member's Officer: _____

Battalion Chief: _____

A Leave of Absence (10-10) will not take effect until approved by both the member's officer and the member's battalion chief. It is the member's responsibility to place his name both 10-10 and 10-8 on the run attendance book, otherwise, not attendance credit will be given.

**OKOLONA FIRE DEPARTMENT
LEAVE OF ABSENCE (10-10) REQUEST**

I, _____ request a Leave of Absence (10-10), starting _____
and ending _____. I request this Leave of Absence because:

Signature of Member

Date of Request

Approved by: _____ Member's Officer: _____

Battalion Chief: _____

A Leave of Absence (10-10) will not take effect until approved by both the member's officer and the member's battalion chief. It is the member's responsibility to place his name both 10-10 and 10-8 on the run attendance book, otherwise, not attendance credit will be given.