

**OKOLONA FIRE DEPARTMENT**  
**SECOND ROUND VACATION SELECTION**

I, \_\_\_\_\_ request to use \_\_\_\_\_ hours of  
 Type of Leave: \_\_\_\_\_ Platoon: \_\_\_\_\_  
 Starting Date (mm/dd/yy): \_\_\_\_\_ Starting Time (99:99): \_\_\_\_\_  
 Ending Date (mm/dd/yy): \_\_\_\_\_ Ending Time (99:99): \_\_\_\_\_

I have checked and verified that I have sufficient time accrued to cover this absence and it does not conflict with other scheduled leave.

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date (mm/dd/yy)

**Scheduling Officer's Approval**

I have checked for scheduling conflicts and that this person has sufficient time accrued for this leave.

This Request is:    Approved:            Disapproved:

\_\_\_\_\_  
 Signature of Scheduling Officer

\_\_\_\_\_  
 Date (mm/dd/yy)

**Office Use Only**

		Current Balance	New Balance
_____ Date Entered in Computer	Vacation:	_____	_____
	Holiday:	_____	_____
_____ Entered By:	Compensatory:	_____	_____
	Emergency:	_____	_____
<i>File Original</i>	<i>Copy to Employee</i>	<i>Copy to Scheduling Officer</i>	