

**OKOLONA FIRE DEPARTMENT  
VACATION LEAVE REQUEST FORM**

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 Recommendation**

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

I recommend: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

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

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

**Chief's Approval**

This request is: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief

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

**Office Use Only**

		Current Balance	New Balance
_____ Date Entered in Computer	Vacation:	_____	_____
	Holiday:	_____	_____
_____ Entered By:	Compensatory:	_____	_____
	Emergency:	_____	_____

*File Original*

*Copy to Employee*

*Copy to Scheduling Officer*