

**OKOLONA FIRE DEPARTMENT  
VOLUNTEER FIREFIGHTER ATTENDANCE AVAILABILITY CHANGE FORM**

Name of Firefighter: \_\_\_\_\_

Date this form completed (MM/DD/YY): \_\_\_\_\_

**Change Available Hours:**

Available From: \_\_\_\_\_ to: \_\_\_\_\_

*Use Military times – 1:00 AM is 01:00, 1:00 PM is 13:00*

*Hours of Availability are changed when form is received*

**Leave of Absence (Unavailable to make fire runs):**

Starting Date (MM/DD/YY): \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date (MM/DD/YY): \_\_\_\_\_ Time: \_\_\_\_\_

*Use Military times – 1:00 AM is 01:00, 1:00 PM is 13:00*

*Leave of Absence information must be submitted prior to the starting date.*

After completing form, submit the form to the Fire Chief by clicking the “E-Mail Chief button”. Then print two copies of this form. One copy is retained by the member, the second copy shall be provided to the volunteer assistant chief.

**For Administrative Use Only:**

Date information changed in computer: \_\_\_\_\_

Information changed by: \_\_\_\_\_

E-mail completed form to affected member and volunteer assistant chief.