

Employee Time-off Request

Employee Name: _____ Badge# _____

Supervisor: _____

Approved Denied _____
Reason denied if applicable

Requests must be turned into Assistant Chief Tarsitano at least 2 weeks before the requested time off. Time off is not guaranteed, every effort will be made to grant time off requests but due to scheduling needs etc., time off requests cannot be guaranteed. We understand that emergencies do arise and those requests will be reviewed on a case-by-case basis. If an officer has an emergency time off request and other officer has already been approved, that approved time-off request may be rescinded to meet the emergency time off request.

Starting Date	Ending Date	Return to work

2007																				
January			February			March														
1	2	3	4	5	6	1	2	3	1	2	3									
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31	25	26	27	28	25	26	27	28	29	30	31						
April			May			June														
1	2	3	4	5	6	7	1	2	3	4	5	1	2							
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30	27	28	29	30	31	24	25	26	27	28	29	30							
July			August			September														
1	2	3	4	5	6	7	1	2	3	4	1									
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	30				
October			November			December														
1	2	3	4	5	6	1	2	3	1											
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	30	31		