

Cordelia Fire District

LEAVE/TRADE REQUEST FORM

EMPLOYEE NAME: \_\_\_\_\_

DATE Submitted: \_\_\_\_\_

Type of Leave	Dates	# Shifts/Days	# Hours	Total
Vacation				
Sick				
CTO				
Personal*				
Leave Without Pay*				
Family				
Jury Duty				
Disability/Military				
Trade				

Trading with (name) \_\_\_\_\_

Original       Payback      Payback Date \_\_\_\_\_

\*Reason \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

Scheduling Manager Signature: \_\_\_\_\_

Approved       Denied

Reason Denied \_\_\_\_\_

CHIEF OFFICER SIGNATURE \_\_\_\_\_

Approved       Denied

Reason Denied \_\_\_\_\_

**Directions:** Submit request to Scheduling Manager for preliminary approval or denial based on District policy. S/Manager will forward this request to the chief officers' office within 24 hours of preliminary approval/denial. Chief Officer will approve/deny and return the request to the scheduling manager within 24 hours. S/Manager will return a copy of the completed request form to the payroll clerk and the employee's mail box. **It is the employee's responsibility to confirm this request was approved.**