

PTO & Trade Request Form

(All Submitted Request are due before the 5th of the prior month)

Name of Employee: _____

Dates requesting off for PTO: _____

Date Submitted to Chief Officer: _____

Signature of Chief Officer: _____

(Assistant Chief or Deputy Chief)

Submitting this form to request the dates off for PTO or trade(s) listed above. By signing this form I agree that I have submitted PTO or trade(s) prior to the 5th of the month. If it's after the fifth of the month I will date and write a written response to why it was not turned in the prior to the 5th listed below.

Employee Signature

Date

Keep a Copy For Your Records