



Truckee Fire Protection District Leave Request Form

Date: _____

Name: _____

Shift: _____

Leave Requested:

**If using more than one type of leave credit for a single date, use multiple lines with the same date
(Ex: 12 hours of vacation and 12 hours of holiday during the same 24 hour period)*

Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____
Date: _____	Type of Leave: _____	Hours: _____

Comments:

Employee Signature: _____ Date: _____

Shift Supervisor Approval: _____ Date: _____

Entered in Firehouse: Yes No Date: _____

Battalion Chief Approval: _____ Date: _____

Administration Approval: _____ Date: _____

Approved Must Reschedule