



Allentown Fire Department
VACATION CHANGE REQUEST FORM
 (One [1] Form per Vacation Change)

To: Lee T. Laubach, Fire Chief/EMC

From: _____ Platoon: _____

Date: _____

Subject: Vacation Change Request

I request vacation change as follows:

FROM: _____ (list shift #/dates)

TO: _____ (list shift #/dates)

Check appropriate reason:

- Contractual Pick _____
- Change of Platoon _____
- OJI _____
- Sick _____
- Other (explain below) _____

	Battalion Chief	_____	Date	_____	Time	_____
Approved	Fire Chief	_____	Date	_____		_____
Disapproved	Fire Chief Designee	_____	Date	_____		_____
	302 Executive Board	_____	Date	_____		_____

Comments: _____
