

# FAIRVIEW FIRE DEPARTMENT - REQUEST FOR DUTY CHANGE

1502

Requested By	Date Submitted
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- |                                   |                                       |   |                                      |
|-----------------------------------|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Personal     | <input type="checkbox"/> School Time    | <input type="checkbox"/> Funeral     |
| <input type="checkbox"/> Kelly    | <input type="checkbox"/> Union (paid) | <input type="checkbox"/> Union (unpaid) | <input type="checkbox"/> Other _____ |

Change From	Change to
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Reason for Leave

If Funeral Leave - To Attend the Funeral Services of

Name	Address	Relationship
------	---------	--------------

Shift Officer	Officer In Charge of Scheduling	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments \_\_\_\_\_

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**FAIRVIEW FIRE DEPARTMENT - DUTY EXCHANGE REQUEST**

No. \_\_\_\_\_ Date \_\_\_\_\_

To Chief of Department \_\_\_\_\_

Requested By \_\_\_\_\_ Relief Date \_\_\_\_\_ Day / Night

Agreed To By \_\_\_\_\_ Payback Date \_\_\_\_\_ Day / Night

APPROVED

Group Officer \_\_\_\_\_

Group Officer \_\_\_\_\_

**FAIRVIEW FIRE DEPARTMENT - DUTY EXCHANGE REQUEST**

No. \_\_\_\_\_ Date \_\_\_\_\_

To Requester \_\_\_\_\_

In Accord with Your Agreement with \_\_\_\_\_

You are "SCHEDULED FOR DUTY" on \_\_\_\_\_ (Reliever)

Date \_\_\_\_\_ Day / Night

You are "RELIEVED Of DUTY" on

Date \_\_\_\_\_ Day / Night

APPROVED \_\_\_\_\_

**FAIRVIEW FIRE DEPARTMENT - DUTY EXCHANGE REQUEST**

No. \_\_\_\_\_ Date \_\_\_\_\_

To Reliever \_\_\_\_\_

In Accord with Your Agreement with \_\_\_\_\_

You are "SCHEDULED FOR DUTY" on \_\_\_\_\_ (Requester)

Date \_\_\_\_\_ Day / Night

You are "RELIEVED Of DUTY" on

Date \_\_\_\_\_ Day / Night

APPROVED \_\_\_\_\_