

Forest Grove Volunteer Fire Company Station 43-5

Request for Leave Form

NAME: _____

- REQUEST FOR LEAVE
- REQUEST FOR EXTENSION
- REQUEST TO RETURN FROM LEAVE

DATE OF REQUEST: _____

REQUESTED LEAVE DURATION: _____

REASON FOR LEAVE: _____

EXTENSION / RETURN TO DUTY: _____

SIGNATURE OF MEMBER _____

DATE _____

APPROVALS

COMPANY CHIEF APPROVED NOT APPROVED

SIGNATURE OF COMPANY CHIEF _____

DATE _____

DATE OF NOTIFICATION AT REGULAR BUSINESS MEETING _____

FINAL OUTCOME:

RETURNED TO DUTY: DATE _____

RESIGNED VOLUNTARILY: DATE _____

TERMINATED: DATE _____

NOTES:

