

**CICERO FIRE DEPARTMENT**

**REQUEST TO CHANGE TIME**

To: Chief \_\_\_\_\_ Platoon \_\_\_\_\_

Chief \_\_\_\_\_ Platoon \_\_\_\_\_

I, \_\_\_\_\_ request permission to "change" time

\_\_\_\_\_ Full Day \_\_\_\_\_ Hours ( \_\_\_\_\_ to \_\_\_\_\_ ) with \_\_\_\_\_

who will work for me on \_\_\_\_\_ 20 \_\_\_\_\_. It is understood that I will repay this

Individual within this fiscal year as stated below:

I, \_\_\_\_\_ will work for (repay) \_\_\_\_\_

\_\_\_\_\_ Full Day \_\_\_\_\_ Hours ( \_\_\_\_\_ to \_\_\_\_\_ ) on \_\_\_\_\_ 20 \_\_\_\_\_.

**REASON FOR REQUESTING THIS CHANGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Individual Involved                      Date: \_\_\_\_\_                      Signature of Individual Involved                      Date: \_\_\_\_\_

RECOMMEND APPROVAL: \_\_\_\_\_ Assistant Fire Marshal

RECOMMEND APPROVAL: \_\_\_\_\_ Assistant Fire Marshal

APPROVED: \_\_\_\_\_ Fire Marshal

**++ IT IS UNDERSTOOD THAT IF THE INDIVIDUAL WHO IS SUPPOSED TO WORK FOR SOMEONE CANNOT MEET HIS OBLIGATION FOR ANY REASON, HE MUST GET SOMEONE TO FULFILL HIS OBLIGATION. FAILURE TO COMPLY WILL RESULT IN DISCIPLINARY ACTION.**

**++ EXCEPT FOR AN EMERGENCY, REQUEST MUST BE SUBMITTED FIVE (5) CALENDAR DAYS BEFORE REQUESTED CHANGE DATE.**

**++ REASON FOR REQUESTING CHANGE MUST BE FILLED IN OR REQUEST WILL NOT BE CONSIDERED.**