



ST. TAMMANY FIRE PROTECTION DISTRICT NO. 11

Vacation Buyback Request Form

This form is to be utilized to request St. Tammany Fire Protection District No.11 to buy back up to one third of a member's vacation time. Upon completion of this form it is to be forwarded up the Chain of Command to your Deputy Chief or Supervisor. The Deputy Chief/Supervisor will sign and submit this form to the Fire Chief for approval and payroll processing.

Name: Rank:

Shift: Date of Request:

Number of Shifts/Days Requested:

If vacation days are already scheduled, which days are you forfeiting?

Vacation Days Remaining:

Employee Signiture:

Deputy Chief:

Fire Chief: