



# Dry Ridge Fire Department

31 Broadway Dry Ridge, Ky 41035

Robert Bruin, Chief

859-824-9158 ~ 859-824-9160(fax) ~ WWW.DRFD.COM

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## Leave Request Slip

Date Requested: \_\_\_\_\_

DATE	TIME REQUESTED	TIME OUT	TIME IN	TOTAL HOURS

Name of Work-Back: \_\_\_\_\_

(Only Required if trade time is used)

Signature of Work-Back: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### APPROVALS:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_