

**FIRE DEPARTMENT CITY OF NEW YORK - BUREAU OF PERSONNEL
SPECIAL VACATION REQUEST**

Date:

To: Chief of Uniformed Personnel

From: Name _____ Rank _____ Unit _____

Reference Number: _____ Group: _____ Date Appointed: _____

Assigned Unit: _____ Work Location: _____

Assigned Vacation Letter: _____ Vacation Number: _____

Assigned Dates: _____ to _____ Sequence No.: _____
(Officer Only)

Requested Dates: _____ to _____

Are these dates listed on the vacation chart: Yes No

If Yes, list the Vacation Number: _____, Part: _____ and Sequence No.: _____
(Officer Only)

Reason for the request:

When applicable attach verification of the need for the special vacation, i.e. wedding reservations, plane tickets, vacation reservations, doctor's statement, etc..

Respectfully submitted,

Company Commander _____
Company Gr. Date

Battalion Chief _____
Battalion Gr. Date

Deputy Chief _____
Division Gr. Date